

## **Unapproved Minutes of the Sound View Bike Way and Improvements Committee**

Meeting of Wednesday, November 6, 2013 5:00 PM  
Old Lyme Memorial Town Hall 52 Lyme St. Old Lyme, CT

Meeting called to order at 5:00 PM

Committee Members Present: Angelo Faenza, Frank Pappalardo, Mary Jo Nosal and Bonnie Reemsnyder.  
Not present and excused: Negotiation Committee member Jean Davies, and Skip Sibley. Guests: Chris Faulkner, VHB, DOT liaison

### QBS Process:

Review of Revised Draft Scope of Services dated 10/28/13: Following a discussion with Chris the Committee agreed that Mary Jo will notify Kurt Procharena of BSC Group, that if there are services in the Scope not required e.g. applications and permitting, the project/town will not be billed for them. If there are additional services required, these will be detailed in an additional work request and man-hours will be negotiated, if needed. Motion to accept Scope of Services dated 10/28/13 by Frank, seconded by Angelo. Motion passed.

Bathroom Facility Second Estimate Request: BSC Group provided the additional estimate for the bathroom facility electronically on 11-6-13. The Kaestle Boos Associates, Inc. estimate for was \$42,000. This exceeded the last estimate from Silver/Petrucelli by over \$8600. The Committee felt that additional savings should be investigated.

Motion by Frank, seconded by Angelo to accept an architectural sub-contractor fee, as a place-holder, for the bathroom facility and related work at a not to exceed estimate of \$35,000. Motion passed.

Motion by Frank and seconded by Angelo to request that BSG work with Silver/Petrucelli to reduce their last estimate by 10% and the Committee reserves the option of requesting another architectural bid. Motion passed.

Man-Hours: Motion made by Frank to accept the BSC Group man-hour estimate of 1150 hours based on the Scope of Services was seconded by Angelo. Motion passed.

The Scope of Services and man-hour negotiations have been negotiated and approved by the Committee. Chris will provide BSC and the Committee with the lump-sum fee for the design and specification phase of the project based on the man-hours. The Negotiation Chair will accept the fee estimate in writing and the DOT will approve the fee. A town meeting can be set by the Board of Selectmen in order to appropriate the expenditure for the project design and specifications. A resolution will need to be passed by the Board of Selectmen authorizing the First Selectwoman to sign the Town-State Agreement which will be approved by the DOT. Chris will provide a draft resolution. Following project approval at Town meeting, the Town-Consultant Agreement can be executed. The draft Agreements are under review by the Town Attorney.

Follow-up Discussions:

The project is not expected to adversely affect flooding in the area and the pond is being used to collect excess water, including run-off. Per the consultant engineer, the park is greater than 125 feet from the pond, which is outside the upland review area of the Inland Wetlands and Waterways Commission (IWWC). The Committee agreed to request a pre-application meeting with the IWWC at their final meeting of the year on 11/26/13. The Consultant will provide a project summary including aerial photos and mapping. Bonnie reported that the Chair of the IWWC Commission indicated that the Commission may be able to provide the project with a jurisdictional ruling at this meeting.

Misc.

A project binder has been requested. Mary Jo has a binder started.

Possible Dates for a Town Informational Session: the week of 12/2

Possible Dates for a Town Meeting: the week of 12/9

Approval of Meeting Minutes: Motion by Frank and seconded by Angelo to approve the minutes of the 10/23/13. Motion carried.

Motion to Adjourn at 5:40 PM by Frank and seconded by Frank. Motion carried.

Next Meeting: TBD

Submitted 11/7/13 by: Mary Jo Nosal  
Acting Clerk