

**Unapproved Minutes of the Sound View Bike Way and Improvements Committee
Meeting of Monday, February 10, 2014 4:00 PM
Old Lyme Memorial Town Hall 52 Lyme St., Old Lyme, CT**

Meeting called to order at 4:17 PM.

Members Present and Voting: Frank Pappalardo, Bonnie Reemsnyder, Skip Sibley, Mary Jo Nosal. Excused: Angelo Faenza. Also present: Jean Davies, Kurt Prochorena and Chris Faulkner.

Discussion

Restroom Architectural RFP Recommendation by BSC Group

Kurt provided copies and a disk of the mini-RFP and summaries of the responses from six potential architectural sub-contractors. He indicated that the date of response to the RFP was verbally given to the sub-contractors as 2-7-14. One vendor did not respond and will not be considered further. Kurt will follow-up with a local architect that provided verbal interest on 2-7-14. Kurt will speak with this architect and request a formal written RFP. The Committee expressed strong interest in the experience of the local architect. Kurt will determine if he needs to have further discussions/review of the scope with two potential back-up sub-architects. It was discussed that: a couple firms provided recommendations for a stick built facility and that the estimates were less than previous bids. Most likely this is because the current proposal is not for a composting facility; the sub requires the support of a structural engineer; the Committee supports Kurt decision to partner with his contracted architect; the DBA requirement has been satisfied previously.

Kurt committed to providing his recommendation by the 2-18-14 Board of Selectmen meeting.

Planning for a Project Informational Session and Town Meeting

The Route 156 and Sound View Improvements Project and its associated budget for the design and specifications phase will be discussed, questions answered and videotaped. The Committee has been notified that the meeting is planned for 03/06/14 at 7:00 PM in Town Hall. Chris and Kurt will be in attendance and to date; no Committee member has indicated a conflict. Frank indicated that *You Tube* limits presentations to about 30 minutes. Jean offered to put the digital tape of the meeting on the COG website so the Town can provide a link to it on their website.

The presentation will consist of a slide presentation and display boards provided by BSC.

The Committee has been asked to work on the slides. The presentation will also be presented at the Town Meeting considered for the end of March.

Other Business

QBS

A resolution to allow Bonnie to sign the Town-State Agreement will be required by the Board of Selectmen. No resolution is required for the Town-Consultant Agreement. Chris indicated that if the Town approves the design and specifications (D&S) appropriation and the State approves the Town-State Agreement (which can take up to 6 weeks), the Town will be given approval to begin the preliminary D&S phase, a timeline will be drafted and a kick-off meeting organized.

The State is planning a September 2015 construction start for the Bike Way and Sound View.

Kurt will provide an addendum to the Project Scope and budget to reflect the restroom plans.

Template State-Town and Consultant-Town Agreements

As previously noted, the Town Attorney reviewed the template Agreements and found them acceptable. Bonnie reported that the project specific Agreements are under review by the Town Attorney

Miscellaneous

Chris informed the committee that he will be transitioning off the project and Dave Head of VHB will be our new contact. Chris will join Dave at our next meeting for introductions. Dave formally worked for DOT.

Motion to Approve Minutes

Motion to approve the meeting minutes of 1-30-14 by Frank Pappalardo, seconded by Skip.
Discussion: minutes should reflect date of 1-30-14 rather than 1-31-14 and Old Lyme Development Corporation aka by some as the Sound View Development Corporation.
Motion to approve minutes with these corrections by Frank and seconded by Skip. Motion carried unanimously.

Public Comment

None

Motion to Adjourn

Motion to adjourn at 5:42 PM by Skip and seconded by Frank. Motion carried unanimously.

Next Meeting: Thursday, 02/27/14 at 4:00PM in Town Hall.

Respectfully submitted 2/12/14 by: Mary Jo Nosal
Acting Clerk