

SPECIAL MEETING- Bar Grant

Mill Sites Redevelopment Advisory Committee (MSRAC)
Thursday, April 9, 2020 – 1:06 PM
Remote – Zoom Meeting

Minutes

Attending: J. Blanchette – Chair; B. Davis; J. Hall; C. Langlois; N. O’Leary (joins at 1:13 p.m.)

Absent – S. Lewis; R. Waldron

Also Attending: R. Benoit; S. Donohoe; T. Penn; A. St Onge

1. CALL TO ORDER – 1:06 p.m.
2. APPROVAL OF MINUTES - March 13, 2020 Regular Meeting
Davis moves/Langlois 2nds to approve as presented. Motion passes unanimously
3. CORRESPONDENCE_- see Committee Business
4. CITIZEN COMMENTS - None
5. COMMITTEE BUSINESS
 - a. LOTCIP construction funded sidewalk project – Rawson Ave to Route 200
 - i. Outgoing Correspondence (pdfs forwarded to members on 4-1-20)
 1. Consultant interview notification
Due to social distancing requirements for COVID-19, it was decided that in-person interviews would not be conducted, and that a five-person panel would review all proposals. Applicants were informed by T. Penn via email correspondence.
 2. CME BAR Grant completion letter
The decision was made to wrap up CME’s involvement on the BAR Grant, as a means to preserve the remaining funds to apply toward the sidewalk design contract. A formal letter was requested by J. Guskowski/CME, written by J. Blanchette, countersigned & forwarded via email by T. Penn.
 - ii. Discuss RFP results and make recommendation of award to BoS
7 proposals were received in response to the RFP:
Al Engineering - \$110,400
Milone & McBroom - \$110,400
Weston & Sampson - \$106,800
Anchor Engineering - \$88,100
Freeman Companies LLC - \$79,900
Lenard - \$73,000
Wengell, McDonald & Costello - \$47,500
The 3 high bids were eliminated from consideration based solely on cost. Of the 4 remaining firms, the five review panel members (J. Blanchette, R. Benoit, J. Guskowski, P. Parent & T. Penn) each independently reviewed and scored the applicants according to a scoresheet provided b J. Blanchette. The 5 reviewers independently but unanimously chose Freeman Company LLC as the top pick. General comments from the score sheet gave high scores in presentation/completeness & customization for the town based on the RFP/project team diversity of field (traffic engineer & landscape engineer as project leads). J. Hall asked where the firm is based (Hartford).
 - iii. Budget Available – if shortfall discuss additional funding sources or reduction in scope of project.

Freeman's proposal is \$79,900 as presented. The final invoice for CME has been received & sent to DECD for a disbursement request. Deducting that amount + commitments for the Wayfinding contract(also CME, billed separately) & Provost & Rovero (Blain Rd intersection contract) leaves a balance of \$75,484.96 in the BAR Grant. The suggested strategy to address the difference is that J.

Blanchette, as the most qualified negotiator, request a slight reduction in scope re: the number of cross-sections. As presented, the proposal outlines cross-sections every 50ft. Blanchette feels this may not be necessary. If scope can be sufficiently reduced, further strategies to make up the shortfall will be explored. B. Davis moves/J. Hall 2nds to approve recommending to the BoS the award of the contract to Freeman Company LLC at the 21 April BoS regular meeting, following contact by J. Blanchette with the firm. Motion passes unanimously.

- iv. NECCOG LOTCIP application status – T. Penn confirms that she did email Jim Larkin at NECCOG for an update on the status of the application submitted. No response from Larkin as of the time of the meeting.

- b. Blain Road intersection design update

D. Held of Provost & Rovero has provided a design for the intersection for review by the committee, which was shared online during the meeting. It was noted that the chevron signs recommended by Blanchette's contact at DOT were not shown; but otherwise the plan was generally approved by the committee. DOT will have the opportunity to comment on the plans to the engineer once it they are submitted. There is also some discussion of "finish work" for the project by DPW (landscaping, curbing, etc). R. Benoit & T. Penn will discuss further once the project is underway & near the end-state. T. Penn will contact the engineer to forward the plans to DOT.

- c. John Gumpert liaison – update

Discussion is carried over from the March meeting, when some members of the committee were absent, to possibly ask K. Beausoleil to take on the role of the dedicated contact with the developer, based on his prior relationship & rapport. A. St Onge provides an update from this week, regarding a conversation between her, the developer and the tax collector, concerning a proposed property tax schedule moving forward. It is agreed by the committee that, based on A. St. Onge's update and elaboration on her communications to date, that an additional liaison is not needed. The agenda item will be named "John Gumpert update" going forward, for clarity. The committee also agrees to funnel questions/comments to the developer through the First Selectman's office, for consistency.

- d. Other Committee Business – none

- 6. Member comments – N. O'Leary asks to be forwarded the results of the Ask Me Anything Branding event. T. Penn will email them to her

- e. ADJOURNMENT – 2:03 p.m.

Respectfully Submitted,

Tyra Penn-Gesek, Director of Planning & Development

Zoom meeting recording:

https://zoom.us/rec/share/3JxZPb_Iqn9IZoXJ0lzaW5AzDL78eaa8gXJK_EFnRp18_0sIWMqHUWe8x4JWrUj