

## Clothespin Bridge Replacement Project – Minutes 1/23/2018

Facilitator	Michael Borek		
Meeting Organizer	Leslie Palmer		
Date/ Time / Location:	Date: 01/23/2018	Time : 7:00 PM	Location: Town Hall Conference Room
Committee Members	Michael P. Borek, Leslie Palmer, Emmett Bean, Phil Mitchel, Mike Arpino, Spencer Blish, Dee Blake, Betsy Janeway, Craig Fournier		
Absent	Betsy Janeway, Dee Blake, Emmett Bean		
Prepared by	Leslie Palmer and Michael Borek		

#	Minutes of the January 23, 2018 Meeting	Owner	Action Item
1	<b><u>Introductions</u></b> The committee members introduced themselves, stated what committees they are working on and, gave a brief overview of how they can help this committee.	Each Member	
2	<b><u>Overview of Committee and Tasks</u></b> Michael gave an overview of the Clothespin Bridge project, the tasks/phases involved and what areas the committee will be involved. The Committee will: <ul style="list-style-type: none"> <li>• Review the RFQs that come in.</li> <li>• Select 3-5 Engineering firms and sending them to the Select Board to review and make a final decision.</li> <li>• Work with the Engineering firm on the Design.</li> <li>• Determine Construction firms to bid on the project and selecting a few to send to the Select Board for a final decision.</li> </ul> Meetings will occur as needed. There will not be meeting for the sake of having meetings.	Michael Borek	
3	<b><u>RFQ and Engineering Firms</u></b> The draft RFQ from Leslie was accepted with dates of February 23 <sup>rd</sup> for Engineering Firms to reply to the RFQ and a date of April 17 for the Select Board to sign an agreement with an Engineering Firm.	Michael Borek and Leslie Palmer	1 – Leslie to Send out the RFQ 2 – Michael and Leslie to work on a scoring / rating for Engineering Firms
	<b>Next Meeting: Tuesday, February 27, 2018 at 7:00pm to review RFQs</b>		

#	Action Items	Action Owner	Due / Review	Status
1	Leslie to Send out the RFQ to the list of Engineering Firms from DOT. The RFQ will also be on the Town's Web Site.	Leslie Palmer	1/24/2018	
2	Michael and Leslie to work on a scoring / rating system for Engineering Firms. Leslie will start the spreadsheet. Michael will review and make updates. The committee members will be sent the scoring/rating system and make updates.	Michael Borek Leslie Palmer	2/23/2018	