

**Town of New Hartford
Trails Committee
Special Meeting**

Monday, October 7, 2019

MINUTES

Present: First Selectman/Chairman Dan Jerram; Members Bill Baxter, Jim Brett, Pat Cunningham, Jeff Peltier, Jeremy Schaller; Administrative Assistant Christine Hayward; Member of the Press Kathryn Boughton.

Chairman Jerram called the meeting to order at 6:00 PM.

Additional Review of Submitted Proposals:

Mr. Jerram informed the committee members that he had sent the requests for clarification regarding the cost proposal submissions to both Milone and MacBroom and Anchor Engineering. On Friday, he spoke with Tom Shiel from M&M and with Kevin and Mark from Anchor, explaining to them that the committee had questions regarding their proposed costs. He followed up with written emails to each of the firms and they were asked to respond in writing by 4:00 PM on Monday. Responses to the questions were received and were distributed to the committee members for review.

The members reviewed the responses and were in agreement that the cost proposal including the final design submitted by Anchor was much lower than the proposal by Milone and MacBroom. The committee questioned the validity of the proposal as submitted by Anchor, questioning how there could be such a wide cost differential. Discussion ensued. Some members questioned if the final product could be delivered as promised. Consensus was that there needs to be trust in the proposal. Members leaned toward recommending Anchor. Committee Member Peltier stated that the other alternative would be to not award the contract and take it out to bid again next year. Following some discussion, this was not recognized as a viable alternative.

MOTION: by O'Brien to recommend to the Board of Selectmen that the contract for services be awarded to Anchor Engineering; seconded by Peltier.

Member Baxter stated for the record that Anchor needs to understand that there is some risk taking by this committee in making this recommendation. There is some concern that they may not be able to deliver what has been promised. Member O'Brien added that the committee will expect that the tasks are completed as outlined in the proposal.

Chairman Jerram commented that the disparity in the cost proposals tend to make one suspicious—however, Anchor was clear in their presentation that they know what they are getting into with this trail design. He noted that they must be confident in their abilities to get

this design completed. He also commented that there are tremendous differences in the overhead costs associated with a large firm such as Milone and MacBroom when compared with a smaller business such as Anchor. He asked that the committee enter into an agreement with Anchor with the right attitude and not allow suspicion create the wrong attitude.

Unanimous.

MOTION: by Baxter to adjourn at 6:43 PM; seconded by Peltier.

Respectfully Submitted,

Christine Hayward, Administrative Assistant

NOTE:

Proposals are available in the Office of the First Selectman