

**TOWN OF BELMONT  
COMMUNITY PATH IMPLEMENTATION ADVISORY COMMITTEE**

0113 FEB 26 PM 2:22

**MEETING MINUTES  
January 13, 2016**

Present: Russell Leino, Chair, Brian Burke, Sr., Heather Ivester, Vincent Stanton

Absent: Michael Cicalese

Staff: Jeffrey Wheeler, Office of Community Development

**6:35 p.m. Meeting called to order**

Mr. Leino gave an update on the status of the \$100,000 state funding. He reported good news that the funding was not eliminated from the state budget. A brief discussion ensued regarding what the Town needed to do in order to ensure that the funding does not get deleted from the budget. Mr. Stanton stated that he had been in contact with Rep. Rogers and Senator Brownsberger regarding this issue. Mr. Leino stressed that a contract for a consultant to conduct the Feasibility Study had to be signed by June 30, 2016. The Committee agreed that prolonging the development of the RFP could jeopardize the state funding.

The rest of the meeting was devoted to reviewing the RFP. Mr. Stanton described his intent in putting the RFP together and revising it based on the Committee's input from prior meetings. Mr. Wheeler reviewed edits and sections that he incorporated into the RFP. The Committee discussed various aspects of the RFP that needed further input. The Committee discussed at length the due dates both for the RFP and the Feasibility Study and what information would be required at various intervals throughout both processes. While all agreed that the schedule should be tightened up, the Committee was concerned that too short of a schedule would not allow proposers sufficient time to put to gather satisfactory proposals and might even deter consultants from applying. The Committee discussed what items would be acceptable to include in proposed budgets. Ms. Ivester explained various components of a budget and made recommendations on what the Committee should allow and not allow to be funded through the RFP. Mr. Stanton agreed to continue revising the RFP and to forward a new draft to Mr. Wheeler for further edits and to distribute to the Committee.

**Adjourn 7:45 p.m.**