

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

**MEETING MINUTES
April 25, 2016**

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

Absent: Michael Cicalese

Staff: Jeffrey Wheeler, Office of Community Development

8:10 a.m. Meeting called to order

The Committee discussed the submitted RFP proposals. After some discussion, the Committee agreed that each proposal met the minimum criteria of the RFP. The Committee then discussed the pros and cons of each proposal. The Committee noted that public outreach will be critical to advancing any recommended path route and that it will be necessary in order to advance the recommended route to the TIP since public hearings are required at the 25% design phase. The Committee discussed the process of evaluating the proposals and questioned the implications going forward of those proposals with typos and other minor errors. The Committee further discussed the evaluation process and the need to make sure that each proposal is compared to the evaluation criteria contained within the RFP. It was agreed to distribute an evaluation criteria sheet to each member to be filled out to discuss at the Committee's next meeting. Mr. Wheeler will compile the evaluations into one document and distribute to the Committee. It was agreed that the purpose of the next meeting will be to evaluate the proposals, rank them and to determine the firms to interview. Ms. Ivester requested that the Committee make sure that the firms worked with DCR and MassDOT. All agreed to begin to think about interview questions.

9:15 a.m. Adjourn