



CONSERVATION COMMISSION

Meeting Type:..... **Special Meeting**
Date:..... **July 6, 2023**
Time:..... **4:00 p.m.**
Place:..... **Community Room**
Address:..... **43 Bombardier Road, Milton**
Contact:..... **(802) 893-1186**
Website:..... **www.miltonvt.gov**

MEETING MINUTES

Dan Gaherty, Chair William Pikul, Vice-chair Laurie DiCesare, Clerk Bonnie Pease, Member Pamela Sandoval, Member Kris Dulmer, Milton Tree Warden & MCC liaison, Jenna Tucker Eugair, Director of Recreation

1. Call to Order:

The meeting was called to order by Dan Gaherty at 4:01 p.m.

2. Attendance:

Members Present: Laurie DiCesare, Dan Gaherty [Zoom], Bonnie Pease, William Pikul [attended the executive session] Pamela Sandoval [Zoom]

Members absent: None

Staff Present: Jenna Eugair (Milton Recreation Director), Cymone Bedford (Planning and DEI Director) [Zoom]

Public Present: Pat Wright (All Seasons Excavating); Jay Mitiguy (East Shore Excavating); Jesse Labrecque (J. Labrecque LLC).

3. Agenda Review: No additions to the agenda.

4. Business:

A. MCC Discussion on all Bids received for Milton Town Forest (MTF) Trail Project:

MCC members, Jenna and Cymone asked questions of all three potential contractors on the following topics: contracting and trail-building experience; anticipated working days for completion; work crew; subcontractors (if needed); anticipated completion date; compliance with RFP specs; culverts for drainage areas; ADA compliance; sensitivity to trail-site disturbance; distance completed; coordination with volunteers; total cost of the project.

After the discussion, Bonnie **MOVED** that we go into Executive Session in order to discuss recommended bid selection for the Trail Project. All **APPROVED**. **MOTION PASSED**. (The three potential contractors left the room at this time.)

B. MCC Executive Session on bids for MTF Trail Project:

The MCC, Cymone and Jenna discussed and evaluated the contractors' responses to our questions. MCC members, Cymone and Jenna selected our preferred contractor using a point system based on the "Proposal Evaluation Criteria" from the RFP: Quality of work (1 to 25 points); Cost / total hours (1 to 25 points); Qualifications of contractor (1 to 25 points); Understanding the area and project (1 to 25 points.)

Cymone said the MCC will discuss our recommendation with Town Manager Don Turner who will convey our recommendation to the Select Board at the July 24, 2023 meeting.

Dan MOVED that we conclude our Executive Session. Bonnie SECONDED. All APPROVED. MOTION PASSED.

C. MCC Discussion of the Bid Process:

William and Bonnie will meet with Don in the coming week regarding the MCC's recommended bid selection.

William MOVED that we talk with Don Turner about our selection of the MTF Trail contractor before Don speaks with the Select Board. Bonnie SECONDED. All APPROVED. MOTION Passed.

5. Staff Update: None.

6. Nature Notes: None.

7. Approval of Minutes: Approval of minutes will be reviewed at the next regular meeting.

8. Adjournment: Laurie MOVED that we adjourn the Special MCC Meeting. Bonnie SECONDED. All APPROVED. MOTION PASSED. Meeting ended at 6:25 p.m.

Respectfully submitted,
Laurie DiCesare, MCC Clerk

APPROVED MINUTES:

 Date: Oct 29, 2023
Dan Gaherty, Chair

Filed with the Milton Town Clerk's Office on this 8th day of Sept., 2023.

ATTEST: Kristi Beas, Milton Town Clerk