

TOWN OF HIGHGATE
Machia Property Development Committee Mtg.
Thursday, February 26, 2018 @ 4pm

NOTE: All actions taken are unanimous unless otherwise stated.

I. **CALL TO ORDER**

The meeting was called to order by Steve LaFar @ 4:00pm

Present were:

Committee Members: Steve LaFar; Woody Rouse; Clarence Miller;
Richard Noel; David Roddy, Heidi Britch-Valenta

II. **APPROVAL OF MINUTES**

Motion by David Roddy to accept the minutes from January 18, 2018, as written. The motion was seconded by Clarence Miller – **APPROVED.**

III. **EVALUATION OF CONSULTANT PROPOSALS-** The Committee met for the specific purpose of comparing evaluations of the consultant proposals for the project. The group discussed each proposal and then opened the fee schedules. The group had consensus on their top ranking firm but decided to conduct interviews with all three of the firms that had submitted a proposal to ensure that the point person would have the right chemistry to work with the Committee and the community.

The Committee asked for additional information from the bidders for hourly rates by task, cap on mileage and material expenses.

They also asked for a ROW determination for Route 78.

Heidi will schedule interview dates for the 12th of March.

IV. **ADJOURNMENT**

The meeting was adjourned @ 5:45pm.

Minutes respectfully submitted by:

_____, Town Administrator _____
Heidi Britch-Valenta Date