

## MANCHESTER DOWNTOWN DEVELOPMENT AUTHORITY

May 3, 2012  
7:30 PM  
Approved Minutes

The meeting was called to order at 7:40

Members in attendance: Ray Berg, Susan Fielder, Karl Racenis, Russell Rhoton, and Pat Vaillencourt

**Agenda Approval:** Motion to approve agenda, seconded by Fielder, motion carried.

**Minutes Approval:** Minutes from the April 25<sup>th</sup> meeting will be approved at the next regularly scheduled meeting.

**Public Participation:** Opened and closed. No one was present.

### OLD BUSINESS

- Shared Use Trail Engineering Bids:  
Sub-committee met and is recommending Stantec Engineering Company for DDA Board Approval
  - a. Both engineering companies qualified in the pre-selection process
  - b. Stantec's quote was within DDA budget
  - c. Stantec has local office and principles who live in the community
  - d. Rate schedules from both companies were comparable
  - e. Motion to select Stantec proposal dated 4/16 by Rhoton, seconded by Berg
  - f. Roll call vote: Rhoton, yes; Berg, yes; Fielder, yes; Vaillencourt, yes; Racenis, yes
  - g. Motion carried
- Next Steps
  - a. Berg will contact both Engineering Companies as a courtesy
  - b. Berg to draft professional service agreement accepting Stantec's proposal
  - c. Stantec Proposal to be attached
  - d. Letter will state invoice expected at conclusion of work
  - e. Starting date as soon as possible, survey best before foliage is in full bloom
  - f. Letter should state Berg as DDA Liason
  - g. Racenis will sign the letter (service agreement)

### ADJOURNMENT

- Moved by Vaillencourt, seconded by Berg to adjourn the meeting, motion carried
- Meeting adjourned at 7:50

**Next regularly scheduled meeting May 23<sup>rd</sup>**

Respectfully Submitted,

Susan Fielder, Treasurer/Interim Secretary