



CITY OF DANBURY

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Town of New Fairfield

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New Fairfield, Connecticut 06812

Jean Green
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MEETING NOTICE

Who: Margerie Reservoir Trail Advisory Committee

When: **6 P.M. – Tuesday, October 10, 2023**

Where: New Fairfield Senior Center
33 Route 37 **New Fairfield, CT**

Purpose: Margerie Reservoir Trail Advisory Committee
Meeting # 5

**Agenda Item on file with the Danbury Legislative Assistant & with the Town of New Fairfield*

Committee Members & Representatives:

Vinny DiGilio, Council President, City of Danbury
Antonio Iadarola, City Engineer & Public Works Director, City of Danbury
& Town Engineer, New Fairfield
David Day, Public Utilities Superintendent, City of Danbury
Ray Yamin, Outside Counsel, City of Danbury
Jeff Main, Conservation & Inland Wetland Commission, New Fairfield
Peter Hearn, Member, New Fairfield
Ann Marie Mellas, Alternate, New Fairfield
Jonathan Barney, Alternate, Danbury

Posted Notices: Town Clerk, City of Danbury & New Fairfield
Information Board, City of Danbury
City Website, City of Danbury & New Fairfield

Margerie Trail Advisory Committee

AGENDA

When: 6:00 PM – Tuesday, October 10, 2023

Where: New Fairfield Senior Center Community Room
33 Route 37, New Fairfield

1. Call to Order
2. Pledge of Allegiance
3. Approve Meeting Minutes from August 15, 2023
4. Discuss/Review RFP Responses
5. Approve an RFP Response
6. Discuss Project Timeline/Milestones
7. Set Date and Agenda for Next Meeting
8. Adjournment

Margerie Reservoir Trail Advisory Committee Meeting #4
August 15, 2023 - 6 P.M.

Chairman DiGilio called the meeting to order at 6:05 p.m. on Tuesday, August 15, 2023. Present were Committee Members Antonio Iadarola, Public Works Director & City Engineer, City of Danbury & Town Engineer, New Fairfield; David Day, Public Utilities Superintendent, City of Danbury; Peter Hearn, New Fairfield; and Jonathan Barney, Alternate member, City of Danbury.

Absent: Ray Yamin, Outside Counsel, City of Danbury; Jeff Main, Conservation Inlands Wetlands/Conservation Commission, New Fairfield; and Ann Marie Mellas, Alternate, New Fairfield. Present from the public were Patricia Del Monaco, New Fairfield First Selectwoman; Khris Hall, Selectwoman; and Ken Gucker, Danbury Resident.

Pledge of Allegiance

The Pledge of Allegiance was led by Chairman DiGilio.

Minutes

A motion was made by Member Iadarola, and was seconded by Member Hearn, to accept the meeting minutes as amended. The motion carried unanimously.

Mr. Hearn noted the following edits: June 26, 2023 Call To Order date, and reference edit. Mr. Iadarola noted that the reference was corrected in the text of the June 26th minutes.

Mr. DiGilio noted Ray Yamin, Outside Counsel, City of Danbury arrived at 6:12 pm.

Draft RFPs

Mr. Iadarola recommends drafting several small RFPs to streamline the process. Mr. Hearn concurs with Mr. Iadarola and expressed the need to increase communication. Mr. DiGilio clarified the Committee's role. Mr. Iadarola provided a brief overview of the RFP/RFQ process and grant terms. Furthermore, drafting small RFPs is cost effective for the City. He recommends the Committee consider drafting three sperate surveys or combining the Wetlands RPF and survey.

A motion was made by Member Iadarola, seconded by Member Day, that we do this in three separate RPF with wetlands and then survey, with the final RFP for the engineering design services which will be comprehensive, and if anybody wants, we can combine the first two. The motion carried unanimously.

Mr. Iadarola provided a brief overview of the survey process. The City will utilize the existing surveyor who has the flight information to save on project costs. Mr. DiGilio stated he favors combining the wetlands and survey. The Committee agreed to perform two RFP phases.

Draft DEEP Progress Report

Mr. Iadarola provided a brief overview of DEEP progress reports. Mr. Hearn clarified the reporting requirements. Mr. DiGilio suggested including the meeting minutes in the report. Mr. Iadarola suggested drafting a high-level summary report.

Schedule

The Committee agreed to schedule the following meeting dates: regular meeting on Tuesday, October 10, 2023, at 6 pm, and backup meeting on October 17, 2023, at 6 pm. Mr. Iadarola commented the RFP results and outline

will be presented at the next meeting. Furthermore, an informational email will be sent to the Committee Members. Mr. Hearn suggested posting public updates on the website. Mr. DiGilio stated the next meeting will be held in New Fairfield.

Adjournment

A motion was made by Member Iadarola, and seconded by Member Hearn, to adjourn. The motion carried unanimously. The meeting adjourned at 6:50 p.m.

Respectfully submitted,
Vinny DiGilio
Antonio Iadarola
David Day
Peter Hearn

Received by email on 10/02/2023 @ 11:30 a.m.
by Tricia Quinn, Asst. Town Clerk, New Fairfield