

**BOLTON MASTER PLANNING COMMITTEE**  
**MEETING MINUTES**  
**December 20, 2004 at 7:00 P.M.**

Present: Dick Heaton, Russ Karlstad, Brad Reed, Mickie Simpson, Mark Sullivan, Ken Swanton, Chris Slade (non-voting member), Nat Tipton (Town Planner).

**7:00 Discussion of Price Proposals**

The committee felt that the two strongest firms based on their interviews, written materials, and reference checks were the Daylor Consulting Group and Vanasse, Hangen, and Brustlin. One option was discussed to have the consultants back for a second interview to confirm their price proposals. This would require asking each firm for a formal request to extend the deadline. After discussing the issue, it was decided not to pursue this option.

On a motion by Dick Heaton, seconded by Brad Reed, the Master Plan Committee voted to recommend to the Board of Selectmen that Daylor Consulting Group be awarded the Master Plan contract. The Committee felt that after its analysis, Daylor had offered to complete the entire project as referenced in the RFP for under \$45,000. VHB had offered a modified proposal for \$45,000 that would have provided the committee with some of the elements, and would have required the committee to undertake the production of draft and final documents.