TOWN OF PROSPECT
SIDEWALK TASK FORCE SUBCOMMITTEE MEETING
- Unapproved Minutes -
October 30, 2026

The Prospect Sidewalk Task Force conducted a meeting on October 30, 2026 via Zoom.

Present Members: Carla Perugini-Erikson, Loreen Elbakry, Richard Blanc, Bob Albert

Absent Members: Mayor Chatfield, Betty Bajek, Rob Edwards

Guests: Marc Mancini and Tony Ciriello from SLR, Grants Director Megan Patchkofsky

Attendees: Town Councilwoman Jessica Hughes

Sidewalk Task Force Chair, Carla Perugini-Erikson, called the meeting to order at 3:08 pm. The Pledge of Allegiance was recited, and attendance was taken.

The purpose of this meeting was to provide status updates on all of the sidewalk grants that have been awarded to the Town.

2020 Community Connectivity Grant Update
Pedestrian sidewalk construction from Old Schoolhouse Road to Rt. 68 to Center Street.

- Looking at Spring 2027 for construction start. SLR is going to work with contractor (Complete, LLC) to see if we can do some things in winter, such as procurement of materials.
- Megan confirmed grant money has been received and deposited.
- Carla asked if the scope of project has been changed? Marc said if there is still a funding deficit, we can reduce the scope of the work on Center street and the green space in front of Town Hall during a pre-construction meeting. SLR would then revise plans and submit them to DOT citing lack of funding for project.
- Carla asked about the status of the encroachment permit? The Town is required by DOT to do that. Megan said it was sent in and the district office that signs the permit needed a set of original project plans. She sent those up earlier this week.

2022 STEAP Grant
Pedestrian sidewalks from LaBonne's to Country Plaza and lighting from Town Hall to St. Anthony's down to Dunkin

- Four bids were received; Priority Landscaping is the low bidder, and Complete LLC is the second-lowest.
- Bid process is stalled because the low bidder, Priority Landscaping, lacks documented experience on state roadways, while the second-lowest bidder, Complete LLC, is approximately $48,000 higher but has proven experience on similar town/state projects,

including the original Rt 68 sidewalks. Selecting a contractor with limited state roadway experience could lead to significant delays, improper construction, or increased costs.

- A bid analysis was completed by Mark and Tony; the task force has reviewed it but needs more information to justify potentially bypassing the low bidder. 313
- Megan has contacted Hugo at the State to determine the documentation required to justify selecting a non-lowest bidder; Hugo is checking with his supervisor
- Megan will spearhead reference checks for Priority Landscaping and follow up with written responses to ensure a consistent evaluation.
- The task force will consider a pre-award meeting with the bidder to clarify scope understanding and pricing irregularities.
- The task force cannot make a recommendation until it determines if the low bidder's lack of state experience is a disqualifying factor or can be mitigated.The task force will schedule a follow-up meeting before the next Town Council meeting to review findings and prepare a uniform recommendation. Funding mechanism will also be discussed at the next meeting - line of credit, 2-week reimbursement turn-around time.
- Megan will send Carla the STEAP grant fund breakdown, showing a remaining balance of $125,542.45.

Motion to approve minutes from 4/13/26 meeting by Loreen
Second - Carla
Unanimous.

Motion to adjourn by Loreen
Second - Carla
Unanimous.

Adjourned at 3:40pm

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