



Economic Development Commission

Town of Bethel, Connecticut

*Bethel Municipal Center * 1 School Street * Bethel, Connecticut 06801*

(203)794-8540 Facsimile (203) 778-7520

MINUTES OF SPECIAL MEETING

Wednesday, January 20, 2016

4:00 P.M.

CJH MUNICIPAL CENTER-MEETING ROOM "A"

RECEIVED

2016 JAN 21 P 1:43

TOWN OF BETHEL
TOWN CLERK

PRESENT- Michael Boyle, Chairman, Members: Kevin McMahon, Noel Gill, Roy Steiner, and Sharon Straiton. Also in attendance was Janice Chrzescijanek, Economic Development Director.

Absent: Bonnie Brown and Jay Streaman.

CALL TO ORDER- Michael Boyle called the meeting to order at 4:00 p.m. with the pledge of allegiance.

APPROVAL OF MINUTES- Sharon Straiton made a motion to approve the minutes of November 18, 2015. The motion was seconded by Noel Gill. Vote was taken, the motion was accepted.

ELECTION OF 2016 OFFICERS- Kevin McMahon made a motion to carry forward the current 2015 slate of officers: Mike Boyle, Chairman; Roy Steiner, Vice Chairman; Jay Streaman, Secretary. The motion was seconded by Noel Gill. All in favor; the motion was accepted.

2016 MEETING SCHEDULE- Noel Gill made a motion to accept the 2016 Meeting Schedule as presented, (see attached). Meetings will be held on third



...ry month at 4:00 PM in Meeting Room "A". Kevin McMahon
...motion. Vote was taken, the motion was accepted.

SMALL BUSINESS PARK UPDATE- Geological Testing took place and there was a cost savings of \$1050.00. The estimate came in at \$18,360.00; the actual cost was \$17,310.00.

Chairman Boyle shared a letter addressed to the Commission sent by Attorney Steven Demoura who represents a person interested in acquiring a parcel of land at the end of Turnage Road (see attached). The parcel is currently not a viably usable lot. The perspective buyer would be interested in creating a useable lot by removing rock and ledge. The Commission agreed this is a good opportunity and discussion was centered on the requirement of an appraisal done.

Chairman Boyle made a motion to have the EDC consider a proposal for the Town of Bethel to sell the land based on a MIA appraisal of the property located on Turnage Road; Map 09 Block 23 Lot 150-09. The motion was seconded by Roy Steiner. Vote taken, motion accepted.

BETHEL FORWARD DRAFT REVIEW- Consultants provided a preliminary draft which is missing components. This is a conceptual blue print for the town with no limits for comments. Chairman Boyle suggested each commission member give feedback/recommendations on the draft as is. Janice reported that the feedback is due midweek next week.

SMALL BUSINESS LEGISLATOR RESPONSE- Chairman Boyle reported on attending the legislative breakfast held this past week. Dr. Carver, the school Superintendent had created a list of unfunded mandates and gave it to the Legislators who then in turn reviewed and were surprised at what was on the list. Mike suggested making a list of unnecessary burdens placed on small businesses in the State of Connecticut and give that to them as well.

Economic Director Report- Janice Chrzescijanek presented the Directors Report (see attached).

Economic Development Payment of Invoice- Roy Steiner made a motion to approve the payment of invoice # 73446 dated October 8, 2015 to Milone and

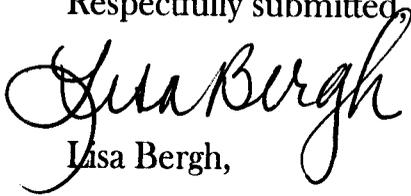
MacBroom in the amount of \$975.00 (see attached). The motion was seconded by Sharon Straiton. Vote taken, motion approved.

Adjourn-

A motion to adjourn was made by Sharon Straiton; the motion was seconded by Roy Steiner.

Vote taken, motion unanimously approved. Meeting adjourned 5:30 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Bergh". The signature is written in black ink and is positioned above the printed name.

Lisa Bergh,

Recording Secretary

1-21-16

Dear Economic Development Commission,

My client is interested in acreage on the south westerly side of Turnage Lane, in Clarke Business Park that is currently owned by the Town of Bethel. I believe through maps and records that the property is somewhere in the vicinity of 9 to 13 acres. My client would be interested in the entire parcel. The purpose of the acquisition of this parcel of land would be to create a useable piece of property through development and relocate my client's current tenant that is in need of more space. My client will most likely also put an office for his own business in the new building.

I thank you for your time and consideration in dealing with this matter and look forward to hearing from you.

Sincerely,

Steven Demoura

Law Offices of Steven Demoura

4 Stony Hill Road

Bethel, CT 06801

203-648-9040



Economic Development Commission

Town of Bethel, Connecticut

*Bethel Municipal Center * 1 School Street * Bethel, Connecticut 06801*

(203)794-8540 Facsimile (203) 778-7520

2016 MEETING SCHEDULE

4:00 PM, Meeting Room "A"

February 17

March 16

April 20

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

January 18, 2017



OFFICE OF ECONOMIC DEVELOPMENT

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Telephone: 203-794-2822 – Fax: 203-778-7520

Email Address: eddirector@bethel-ct.gov

Economic Development Update – December 2015 and January 2016

NEWS AND ANNOUNCEMENTS

- News-Times article on January 12, 2016 – “Bethel’s historic train station seeing heightened interest”

BUILDING COMMUNITY PARTNERSHIPS

Property and Business Owners

1. Personal Introductions - Total of 165 visits
2. Advisory Committees
 - Clarke Business Park Advisory Committee – Met on November 20th (notes attached)
 - Next meeting: January 29th at 9:15am.
 - Downtown Advisory Committee meeting – Next meeting: tbd

Commissions and Boards

1. Circulated ED strategy survey for a second time on 12-10-15. Response is still low with only 11 responses.
2. Presented to BOF on January 12th (presentation attached).

BUSINESS DEVELOPMENT AND SUPPORT

Business Assistance

1. Business Assistance (relocation, financial, expansion, location, permit) – 116
 - Available Commercial Properties listed – 15 (-4), Available Sites listed – 5
2. New Businesses
 - **Ideal Glass Fabricating** (102 Wooster St., Suite A2)
3. Train Station
 - RFP was released on January 7th (attached). Response date in March 3rd.

Development Opportunities

1. **Bethel Forward -**
 - **Master Report Draft**
 - Applying for a **State TOD grant** that is due February 4th for sidewalk connections on the west side of the train station. Grant will include Grand Street, High Street, Farnum Hill, Diamond Ave., Elgin Ave., and Whitney Rd.
2. **Clarke Business Park**
 - **Expansion –**
 - Geological testing will begin on January 21st.
 - **Signage –**
 - **Wayfinding –** Getting designs and costing.
3. **Downtown Revitalization/ Town Commercial Improvement Plan**
 - **Phase I –** Finalizing the design documents and then they will be sent to DOT for approval. Once they are approved they will go out to bid. Could take a few months.
 - **Phase II -** November 28th - Applied for a **STEAP grant** in the amount of **\$500,000** for streetscape improvements and expansion on Greenwood Avenue.

BUSINESS

Bethel's historic train station seeing heightened interest

By Dirk Perrefort | January 12, 2016

3

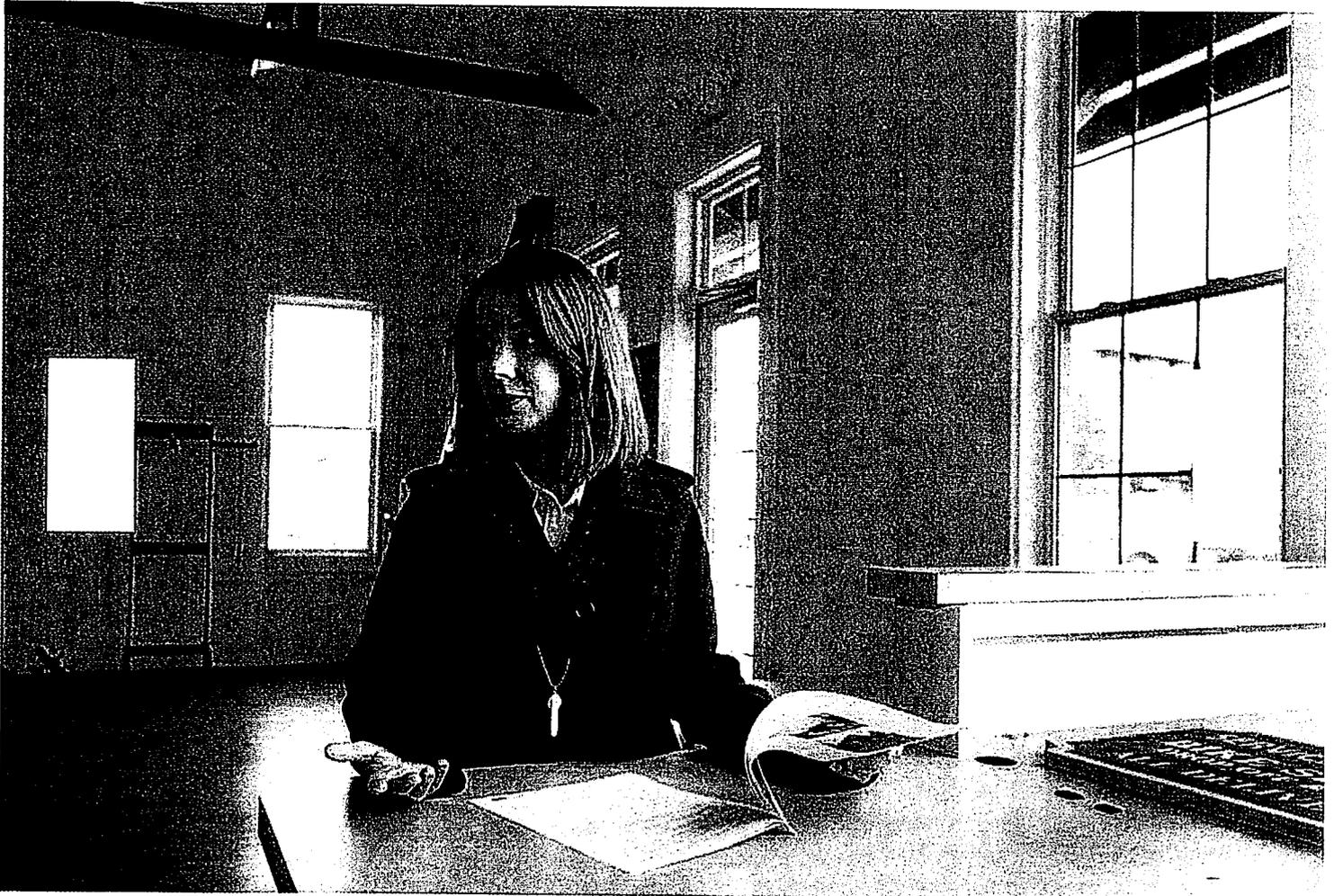


Photo: Carol Kaliff / Hearst Connecticut Media

IMAGE 1 OF 6

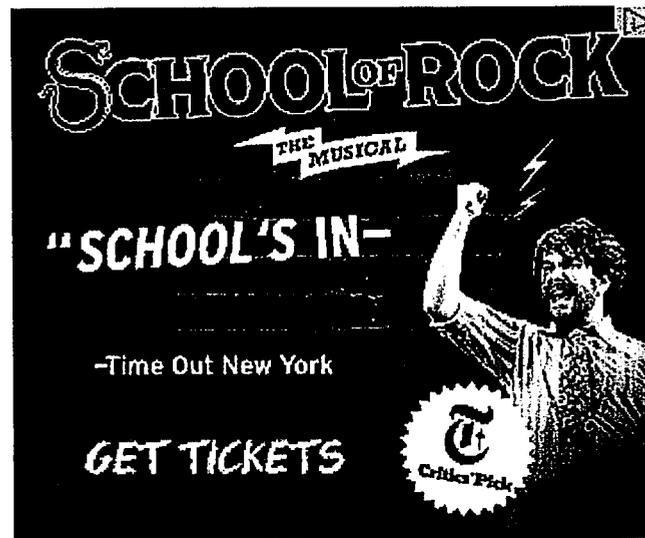
Buy Photo

Janice Chrzescijanek, economic development director for Bethel, standing inside the old Bethel Train Station, talks about its future, Tuesday, January 12, 2016.

BETHEL — The historic train station in the downtown appears to be getting a lot of interest from area business owners looking to rent out the space.

Town officials issued a request for proposals earlier this month after the station's previous tenant, the Bethel Cycle Shop, closed after operating out of the location for about five years.

Less than 24 hours after the request was issued, the phone starting ringing.



"We've received quite a few calls from people who have questions about the property and want to inquire about leasing the space," said Janice Chrzescijanek, Bethel's director of economic development. "I've already shown the property to several interested businesses over the weekend and have more showings scheduled for this week."

The station, which is co-owned by the town and Connecticut's Department of Transportation, among the few prime commercial locations available, with about 1,900 square feet, in the downtown.

While only a few proposals were received when the station was first offered for lease in 2010, the building has since been renovated. Greg Pelican, owner of Bethel Cycle, had invested almost \$200,000 renovating the building, including exposing the original wooden beams and brick chimney in the 19th century structure.

"There really isn't a lot that needs to be done to the building except fitting out the space for whatever business wants to lease the building," Chrzescijanek said. "There have been a variety of businesses that have expressed an interest including businesses already located in Bethel and businesses located outside of town that are looking to set up shop here."

First Selectman Matt Knickerbocker said an important criteria for selecting the business to occupy the space will be its ability to help improve the economic landscape of downtown Bethel. Revenue from the lease, he noted, is not kept by the town but put into a special fund as required by the state for the upkeep of the building and the surrounding parking lot.

"I'm anxious to see a viable business that will attract people to our downtown," Knickerbocker said. "It's really one of the most prime commercial opportunities we have available for a retail business."

Clarke Park Advisory Committee Meeting Minutes Friday, November 20, 2015

1. Goals of Committee – Group agreed these are the goals.

- Identify the needs of the park
 - Improve the maintenance of the park
 - Snow plowing
 - Mowing
 - Improve the aesthetics of the park
 - Entry – Remove the stumps near Burndy
 - Park sign – water plants and mulch
 - No feather and lawn signs near entrance
 - Broker Signs
 - Improve Wayfinding
 - Signage to the park on 53 and Greenwood Avenue
 - Signage at the intersection, on top of the entry hill, that identifies the direction to each street and perhaps businesses
 - Navigation and maintenance of Second Lane
 - Provide Business Assistance
 - Educational workshops (e.g. DOL, how to file taxes)
 - Communication – Provide businesses information on federal and state programs
 - Promote park and businesses on town website.

2. Update -

- Maintenance
 - EDC has approved the funding to do a cleanup before the end of the year.
 - The group said the overall maintenance has improved.
- Expansion of Clarke Business Park
 - In the process of having a geotechnical analysis done on the soil and rock in the expansion area.
- Improve Wayfinding
 - The EDC has approved to pay for three wayfinding signs. One to the north of Clarke Business Park, one to the south and one at the intersection of Greenwood and Grassy Plain. Exact locations tdb. The signs will require state approval.
 - The EDC has approved payment for a street navigational sign that would be placed at the top of the hill. Exact location tbd.
- Promotion of Clarke Business Park
 - Clarke Park advertisement was added to the community and town website “Discover Bethel” (see attached).
- Survey
 - Survey was emailed to property owners and business owners. Received 16 responses. Planning to do a mailing of the survey.

3. New Business -

- Pothole on Second Lane – Janice will report it to Public Works.
- Bethel Power is noticing some loss of electrical power. Janice will forward them the contact for Eversource.
- There was a question about the sprinkler tax. Janice will follow-up.
- Question was asked about what comes up in google maps when you enter “Clarke Business Park” – Janice put in a request with google to have Clarke Business Park added as a location on google maps.

4. Next meeting – January 15, 2016 at 9:15am

Economic Development

BOF – January 2016

EDC Mission

- Expand the Grand List
- Promote a Focus and Commitment to Existing and New Businesses
- Bridge the Needs of Businesses with the Existing Structure of the Town
- Engage in Activities on a Regional and State Level

January 2014

Expand the Grand List

2014 Grand List Increased by 1.4%
Representing \$839,065.50 in additional taxes

Expand the Grand List

1. New Development
 - Maplewood at Stony Hill
 - Copper Square
2. Attract New Businesses
 - 75 New Businesses
 - Insulated Wire Inc.
 - ARtech Packaging LLC
3. Retain and Expand Existing Businesses
 - Memry Corp.

Promote a Focus and Commitment to Existing and New Businesses

1. Met with over 160 Bethel Businesses
2. Defined a Town Resource - Created the Infrastructure to Support Businesses
 - Contact - Assisted over 90 businesses
 - Economic Development Website
 - Guide to Opening a Business in Bethel
 - Business Welcome Packet

Promote a Focus and Commitment to Existing and New Businesses

3. Hosted 27 Business Educational Workshops
4. Marketing Initiatives
 - Websites – ED and Discover Bethel
 - Town Brochure and Video
 - Promotion of Available Properties and Clarke Business Park
 - 39 Press Releases, 105 Social Media Communications and 4 Newsletters
 - \$60 Million in Commercial Investment

Bridge the Needs of Businesses with the Existing Structure of the Town

1. Applied for \$1.1 Million in ED Grants
 - Downtown Improvements, Clarke Park Expansion, Downtown Revitalization/TOD, Bus Shelters, Public Art Installation
2. Reduced the Commercial Vacancy Rate
 - By approx. 3%
 - Promotion of Vacant Properties
 - Property Owner Outreach
 - Bethel Arts – Art in Widows, Active Art Studios
3. Developed Business Advisory Committees
 - Identified Needs, Prioritized and Implemented Solutions

Needs of Downtown and Clarke Park Advisory Committees

Bridge the Needs of Businesses with the Existing Structure of the Town

4. Business Advisory Council – BPS
5. Brought the CPACE program to Bethel
6. Advocated for the Maintenance of Downtown
 - Painting of Streetscape Lights
7. Started Bethel Arts
 - 2012 study showed that arts added \$130 million to the economy and 4,000 jobs in Fairfield County

Engage in Activities on a Regional and State Level

1. Department of Economic and Community Development (DECD)

- *Clarke Business Park Expansion Planning*
- *Hosted Commissioner Presentation*
- *Business Loans - Memry and ARtech*

Engage in Activities on a Regional and State Level

2. Western CT Economic Development Alliance

- *CEDS - Regional Economic Development Strategy*
- *ED Regional Website - www.accesswesternct.com*

3. Real Estate Professionals - Commercial Brokers Alliance, CERC Real Estate, Site Selectors Guild

- *New Business Leads, Promote Available Properties*

Engage in Activities on a Regional and State Level

4. CT Economic Resource Center (CERC) and CT Economic Development Association (CEDAS)

- *Resource for Information*
- *Hosted CERC Presentation - "Fundamentals of Municipal Economic Development"*
- *Memry Corp. & Maplewood - Celebrate CT honorees*

5. Danbury Regional Manufacturing Group

- *Defining Guiding Principals*

Engage in Activities on a Regional and State Level

6. Housatonic Industrial Development Corporation

- *Relocate or expand - Five Bethel Businesses*

7. Western CT State University

- *Fiscal Sponsor for Public Art Grant*
- *Planning a Workshop for Bethel Businesses*

8. Cultural Alliance of Western CT

- *Accessible Art Program*

Current Activities

1. Filling Vacancies -

- *Bethel Train Station, Wine Bar, Tuscany, Verdi Building*
- *Pop-Up Stores*
- *Accessible Art Installations - Businesses and Vacancies*

2. Grants -

- *Downtown Improvements - Streetscape, signage, a community gathering place, and bus shelters*
- *Clarke Park Expansion - Geotechnical Analysis*
- *Public Art Installation - April 2016*
- *Submitted '16 STEAP Grant - Streetscape on Greenwood Avenue*
- *Developing TOD Grant - Connections*

Current Activities

3. Budget for Downtown Maintenance - Replacement of Trees and Maintenance of Pavement.

4. Clarke Business Park Wayfinding Signage

5. Downtown Shared Parking Plan

6. Surveys - Clarke Park and ED Strategy

7. Downtown Revitalization - Bethel Forward Master Plan

Looking Forward

1. Determine New Ways to Attract Business

2. Increase Entrepreneurial Activity

3. Project/Grant Implementation

- *Clarke Business Park Expansion*
- *Downtown Improvements/Grant Implementation*
- *Bethel Forward ED Initiatives and Marketing Plan*

Looking Forward

4. Needs Assessment for the Stony Hill Business District

5. Increase Advocacy for Our Businesses at the Regional, State and Federal Level

6. Advocate for Improvements to our Town's Character and Quality of Life

7. Continue to Work with Educational Institutions and Businesses to Develop a Workforce that Supports Our Local Business Needs

Looking Forward

8. Define Bethel's New Economic Development Strategy

- *Business Needs*
- *Surveys*
- *ED Strategy - <https://www.surveymonkey.com/j/MTHE02Z>*
- *Clarke Park*
- *Bethel Forward ED Initiatives*

Request for Proposals: Old Bethel Train Station

FOR A LESSEE

COMMERCIAL SPACE AT THE OLD BETHEL TRAIN STATION

IN THE TOWN OF BETHEL, CONNECTICUT

Issued: January 7, 2016



Old photo of the Old Bethel Train Station



Current photo of the Old Bethel Train Station

Deadline:

Proposals must be submitted no later than March 3, 2016

A. Introduction and General Requirements

The Town of Bethel, through its Board of Selectmen, seeks proposals for a potential Lessee of the Old Bethel Train Station, located between Front Street and Depot Place, to occupy and utilize the train station for commercial purposes.

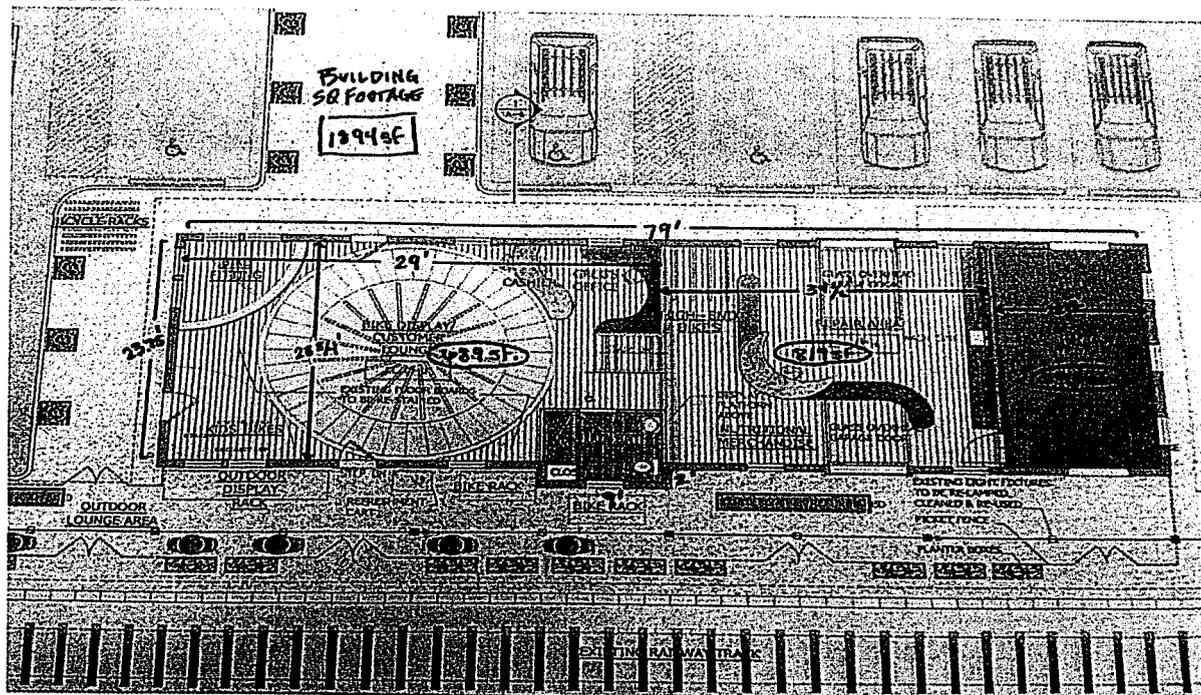
The Old Train Station serves as a key location within the Town of Bethel, with a large number of parking spaces and surrounded by a variety of retail/specialty shops, personal and professional service providers and restaurants.

The Old Train Station is a single story structure. The structure is approximately 23' in width and 79' in length. The structure is approximately 1,894 sq ft and consists of a front room (approx. 689 sq ft), a back room (approx. 819 sq ft), a storage room (approx. 297 sq ft), and a handicap accessible bathroom that includes a shower. The property also has a paver patio and a covered outdoor area.

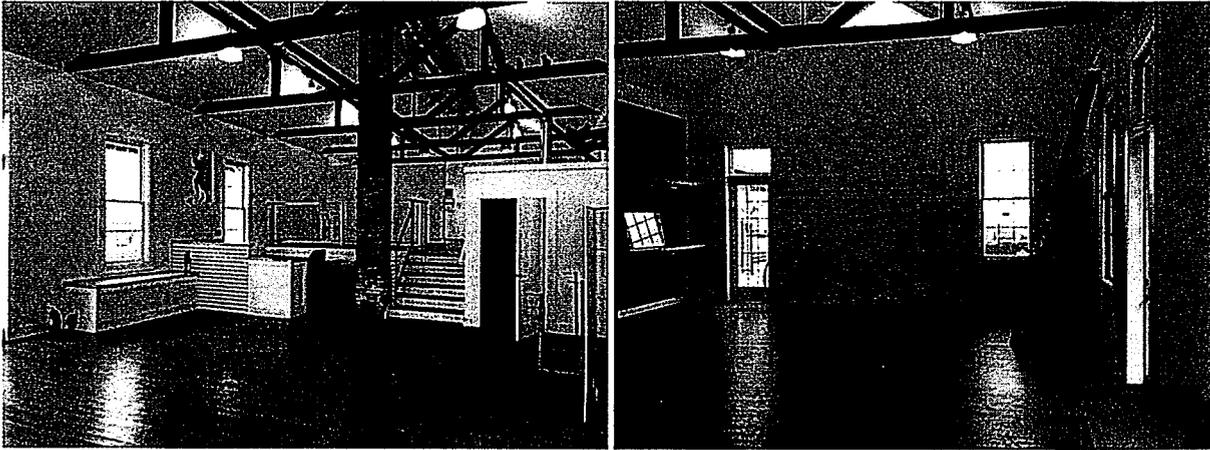
Exterior



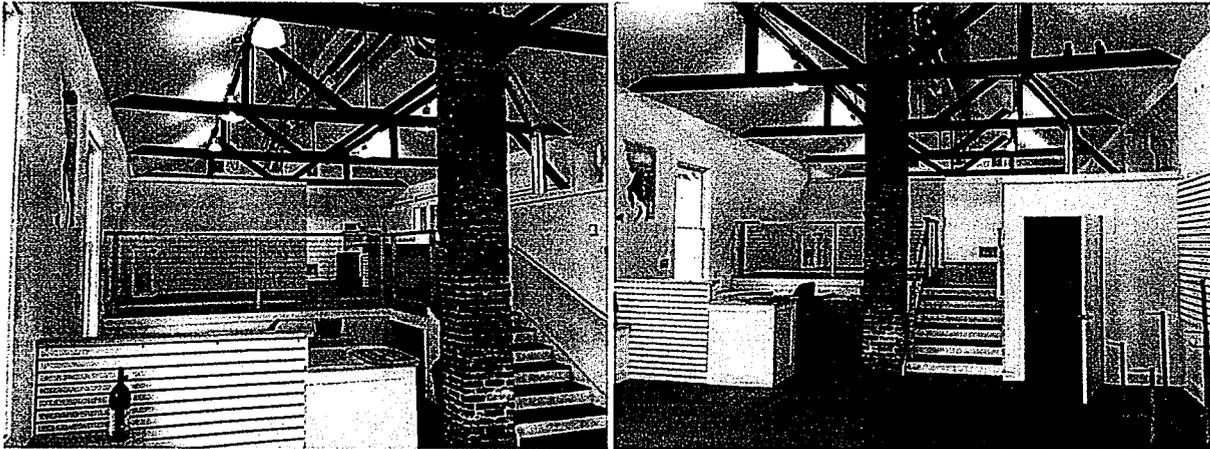
Floor Plan



Front Room



Back Room



Storage Room



The structure went through a renovation in 2011 which included the repair of flooring, insulation of the structure, new ceiling, installation of a handicap bathroom, replacement of windows and heating system, and the addition of central air conditioning.

The Town's Selection Committee, comprised of the selectmen, the town comptroller, the town planning and zoning official, the town director of economic development, and the town director of public works, will review responses to this RFP and will select up to three prospective Lessees with whom to meet. Such meetings will be for the purpose of conducting more in-depth discussions of the information provided by the potential Lessees. These meetings will be held within three weeks of the date upon which responses to this RFP are due.

To be considered, prospective Lessees must submit five (5) copies of their response on or before 4:00 p.m. on March 3, 2016 to: Procurement Committee, Town of Bethel, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel CT 06801. The proposal shall be clearly identified on the outer envelope.

The Town reserves the right to reject any or all proposals submitted. The Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from prospective Lessees.

Submission of a proposal indicates acceptance by the entity submitting the proposal, of the conditions contained in this Request for Proposals, unless any such exceptions are submitted and confirmed in writing between the Town and the entity submitting a proposal, in advance of the due date for proposals and are also clearly and specifically noted in the proposal submitted.

If any addenda are issued to this Request for Proposals, a good faith attempt shall be made to forward a copy of such addenda to each prospective Lessee who, according to the records of the Office of Economic Development, Town of Bethel, have previously received a copy of this Request for Proposals.

Questions regarding this Request for Proposals should be directed to:

Janice Chrzescijanek, Director of Economic Development
Town of Bethel
Clifford J. Hurgin Municipal Center
1 School Street, Bethel CT 06801
Telephone: (203) 794-2822
Facsimile: (203) 778-7520
email: eddirector@bethel-ct.gov

B. Background Information

The Town recognizing the potential value of a commercial enterprise at the centrally located Old Train Station will carefully assess the business plan and economic benefits such business will provide to the downtown village district. The Town will also consider the amount of potential revenue from the lease to help preserve the Old Train Station and the parcel of land surrounding the same.

C. Content of the Submission

Each entity responding to this Request for Proposals shall provide the following information, utilizing the section headings and general format provided below:

- 1) **Proposed Lessee Entity Information** - Identification of Proposed Lessee Entity
 - a. Name and Address of the Entity
 - b. History and relevant experience of the Entity and of the principal Individual(s) comprising the directors and/or officers of the entity, including résumés and other background information, not to exceed two pages per individual.
 - c. Corporate structure of the Entity submitting the proposal.
 - d. The main contact individual for the Entity's submission.
- 2) **Proposal Business Plan** - A detailed and comprehensive narrative description of the intended commercial use, including a detailed business plan for operations for the term of the lease and explaining how the proposed operations may be particularly appropriate to the Station structure, its location and to the growth and enhancement of the Town of Bethel.
- 3) **Modifications** - A conceptual plan for interior modifications to the Station building, by the prospective Lessee, that may be necessary to bring the Old Train Station to compliance with Building Department and Health Department regulations and with any other regulatory requirements for the intended use, and an estimate of the costs of such modifications. No exterior modifications are allowed due to the historic nature of the structure, except upon formal review and acceptance by Planning & Zoning.
- 4) **Timeline** - A timeline of the project schedule, from the date of an Agreement signing with the Town of Bethel to the date of project completion with significant milestones noted along the timeline.
- 5) **Lease Terms** - The terms, duration and conditions of a proposed lease for the Old Train Station by the prospective Lessee. Prospective Lessees are hereby given notice that a lease of more than five (5) years duration or in the aggregate amount of \$100,000.00 over the term of the lease will require approval by a Town Meeting.
- 6) **Financial Capabilities** - The prospective Lessee's financial condition to successfully operate its proposed business in the location and to fulfill its obligations under its lease with the Town.

Note: Documents submitted under this section may be marked CONFIDENTIAL and may be provided under separate cover. Any documents so marked will remain confidential among the members of the Selection Committee.

- 7) All submissions must include a minimum of five (5) references that can attest to the experience and capacity of the submitting entity. Two (2) of the references must attest to the submitting entity's financial capacity, including one financial reference that represents the principal bank or lender of the entity.
- 8) Any prospective Lessee must disclose any current or pending litigation involving its firm, its team, and/or its principals and their affiliates. All principals and members of the

respondent's team must provide confirmation that they are operating in good standing with the State of Connecticut and are not barred from doing business with any agency or subdivision of the United States Government or the State of Connecticut.

D. Hold Harmless Agreement

The prospective Lessee, its agents and assignees shall indemnify and hold harmless the Town of Bethel, including but not limited to, its elected officials, its officers, and agents, from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the prospective Lessee during the term of any lease for the Old Train Station or other agreements of the prospective Lessee entered into by reason thereof. The Town agrees to give the successful Lessee prompt notice of any such claim and, absent a conflict of interest, an opportunity to control the defense thereof.

F. Insurance Requirements

Any prospective Lessee shall agree to maintain in force at all times during the course of its lease, the following coverages placed with a company (or companies) licensed by the State of Connecticut which have at least an "A-" financial strength rating and be at least a Class VIII sized institution according to A.M. BEST Publication's latest edition Key Rating Guide.

Minimum Insurance requirements are as follows:

Commercial General Liability:

Commercial General Liability limits should be no less than: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000.

Liquor/Dram Shop Liability

If required by the Town of Bethel, Bodily injury & property damage with an occurrence limit of \$1,000,000 and \$1,000,000 in the aggregate.

Automobile Liability:

Commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

Workers' Comp. and Employer's Liability:

Worker's compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$500,000 each accident by bodily injury; \$500,000 each accident by disease; and a policy limit of \$500,000 each accident.

Umbrella:

Each Occurrence \$1,000,000 Aggregate \$1,000,000 covering Commercial General Liability, Liquor/Dram Shop Liability, Automobile Liability and Workers Compensation. Limit can be subject to change upon the discretion of the Town of Bethel at the expense of the Lessee.

Property Insurance:

Personal and business property of the Lessee insured on a replacement cost basis to include any interior build-outs made by the Lessee and approved by the Town of Bethel.

The Town of Bethel shall be named as "Additional Insured" on the Insurance Certificate. Original, completed Certificates of Insurance must be presented to the Director of Economic Development, Town of Bethel, prior to final acceptance of a lease agreement by the Town.

G. Clarifications and Inquiries

Prospective lessees are responsible for examination of the contents of this RFP. All questions, inquiries and requests for clarification shall be submitted in writing or emailed to Janice Chrzescijanek, Director of Economic Development, Town of Bethel, eddirector@bethel-ct.gov on or before 4:00 p.m., Friday, January 29, 2016. To the extent that the Town of Bethel provides responses in writing to any submitted requests for clarification, all such responses will be provided to all prospective Lessees participating in this solicitation.

H. Evaluation of Proposals

The Town of Bethel will first evaluate and score each proposal using a rubric similar to the one in section K of this RFP. The Town of Bethel reserves the right to modify the rubric prior to conducting interviews with prospective lessees. The Town of Bethel is not obligated to pursue an Agreement with the highest scoring proposal. The rubric will be used to provide an objective analysis of the fundamental components of each proposal to the selection committee. The Selection Committee will make a recommendation to the Board of Selectmen following completion of the interview process.

I. Modification and Cancellation of Solicitation; RFP Subject to Satisfactory Negotiation of Terms

The Town of Bethel reserves the right at its sole and absolute discretion to modify this RFP or applicable dates and further reserves the right to reject any and all submissions from any potential Lessee and/or to cancel this solicitation. The selected Lessee shall be notified by U.S. Mail of its selection as the Lessee of choice for the Old Train Station. Such selection, however, shall be subject to the Town's ability to successfully negotiate full terms of the lease with the prospective lessee. Should the negotiation of such terms not be successfully concluded with the selected Lessee, the Town shall either issue a new RFP to determine a chosen Lessee or shall be permitted to select another Lessee from the participants in this RFP.

J. Submittal/Award Schedule

Availability of RFP and RFP Documents	Thursday, January 7, 2016
Proposals Due	Thursday, March 03, 2016
Possible Award	Thursday, March 31, 2016

K. Scoring Rubric for the Old Bethel Train Station

Criteria	Exemplary (3 pts)	Adequate (2 pts)	Less Than Adequate (1 pt)	Missing (0 pt)	Score	Comments
Content Requirements – All Information in the RFP is Submitted						
Proposed Commercial Use – Compatibility to the Plan of Conservation and Development and the Needs of the Community						
Economic Benefits to the Town of Bethel						
Other Benefits to the Town of Bethel						
Relevant Experience/Background of Proposer						
Description of Necessary Modifications – Cost Estimates Included						
Demonstrated Understanding of Responsibility of Lessee						
Demonstrated Understanding of Responsibility of Town of Bethel						
Potential Lessee’s Financial Capabilities						
Lease Terms						
References						
Total Score (Max Score = 33)						

Invoice



MILONE & MACBROOM

99 Realty Drive
Cheshire, CT 06410
(203) 271-1773 Fax: (203) 272-9733

Janice Chrzescijanek
Town of Bethel, CT
Clifford J. Hurgin Municipal Building
1 School Street
Bethel, CT 06801

October 08, 2015
Invoice No: 73446

Project Manager Thomas Daly

Project 4494-03 Clarke Business Park Expansion - Bethel, CT

Professional Services for the Period: September 01, 2015 to September 30, 2015

Billing Group -1 Professional Services

Services Rendered: Completed wild life inventory.

Total Fee	19,500.00		
Percent Complete	100.00	Total Earned	19,500.00
		Previous Fee Billing	18,525.00
		Current Fee Billing	975.00
		Total Fee	975.00
		Billing Group Total	\$975.00
		Total Project Invoice Amount	\$975.00

Outstanding Invoices

Number	Date	Balance
72710	8/10/2015	975.00
Total		975.00