

West Cornwall Septic Study Group  
Special Meeting  
March 8,2016  
5pm at Ian Ingersoll' Shop in West Cornwall

Members Present: Richard Griggs (RG), Ian Ingersoll (II), Libby Mitchell (LM), Priscilla Pavel (PP), Todd Piker (TP) and Joanne Wojtusiak. Also present Ex Officio Members: Gordon Ridgway (GR) and Richard Bramley (RB).

Absent: David Dolinsky (DD), Jack Preston (JP), Josh Tyson (JT)

Also attending: Duty McMahan from Goman & York, Karen Bartomioli, Ruth Epstein and Tom Canellakis.

The meeting was called to order by TP at 5:10pm

TP requested additions or corrections to the February 11<sup>th</sup> minutes and none being heard, PP moved to accept the minutes, seconded by LM and passed unanimously.

TP said he had received correspondence from Jack Preston tendering his resignation from the Committee. The resignation was accepted and any decision about a possible replacement was tabled. TP welcomed Karen Bartomioli and Ruth Epstein and expressed appreciation for their coverage of the Committee's work.

TP announced that the content of this meeting had morphed over the past two days after he learned that only two of the invited contractors were going to show up. He reminded the Committee that we must follow the QBS process (Qualifications-Based Selection of Design Professionals) if we are to be eligible for State funding/grants. One of the basic requirements is that at least 3 bidders be invited to present. Although 4 firms had been contacted, only WMC and Milone & McBroom were set to appear. II had conducted site tours for representatives of 3 firms, those two named previously and Fuss & O'Neill. Cardinal Engineering chose not to participate.

GR said he had spoken with USDA representatives about possible funding and learned that funds would not be available for the proposal stage because median income in Cornwall was higher than the guidelines permitted; however, the town would be eligible for USDA construction funding. GR said he is also planning to meet with Rick Lynn from the NWHCOG to pursue funding from DOT through their Responsible Growth grant.

TP acknowledged that the Committee had really drafted a very good letter despite not having access to the QBS guidelines. However, since we now have the 65 page QBS Guidelines manual, he suggested that we essentially start the RFQ (Request for Qualifications) from scratch. GR said he had spoken with Ann Straut (from the CT Bureau of Water Protection & Land Reuse) and he felt that we probably did not need to work with a QBS facilitator but could ask for one if we felt we needed it later in the process. JW asked if there was a charge for the facilitator and GR said there was none. GR explained that the town will need to take the appropriate steps (going to the Board of Finance and a Town Meeting) to get necessary funding that will then be reimbursed by the State. He said that Straut said funds are available right now and will be disbursed on a first come/first served basis.

Tom Canellakis expressed his opinion that we need to involve townspeople early in the process. Il said he has been reaching out and speaking with both business owners and residents in WC. He said the major concern from homeowners he has heard is about possible tax increases. TP said he felt the main areas of concern are: cost, the siting of any facility and the general health of the Housatonic River. Il said the greatest interest he has heard comes from property owners along Main Street and Railroad Square. RB said he thinks it is important that the Committee think beyond immediate concerns of 2016 and consider how to provide capacity for future growth. Dusty MacMahan suggested that the proposal might ultimately include multiple phases and allow for incremental additions.

TP said we need to draft a new letter that will include all the generic elements required by the QBS process. Two of the specific concerns that will need to be included are addressing concerns about Mill Brook flooding and the health of the Housatonic River.

JW urged all to take a look at the Goshen town website ([www.goshenct.gov](http://www.goshenct.gov)) and look at the tab on the left side that says Bids & RFPs. It just shows that it is possible to write specs that are clear and simple and she urged the group not to “over-think” the whole QBS process. Dusty MacMahan endorsed this idea (not over-thinking this) as he pointed out that the initial letter that was drafted already aligned well with several requirements in the QBS process.

The sub-committee that drafted the original letter will re-draft it following the QBS manual outline. TP said there was little need for word-smithing as we can use the words in the manual. The Committee discussed the possibility of advertising for possible contractors and the group decided they would not do this and instead agreed to send RFQ letters to: Berkshire Engineering, Cardinal Engineering, Fuss & O’Neill, Lenard Engineering, Milone & McBroom, WMC Consulting Engineers and Horsley-Witten Group. Once the new letter is drafted it will be sent to all Committee members and they will submit any suggested changes and the letter will be revised and finalized at our next meeting on April 14<sup>th</sup>. It is expected that letters will then be sent to interested firms on April 15<sup>th</sup> and they will be asked to respond by May 2<sup>nd</sup>. When the Committee meets on May 12<sup>th</sup> they will select the firms to be short listed and invited to tour WC on May 17<sup>th</sup>. The finalists will present to the Committee on June 9<sup>th</sup> and, hopefully, we can vote and select our first choice firm and meet with them at our next meeting on July 14<sup>th</sup> to finalize (or not) their selection to conduct a study for a proposed solution to the septic issues in WC.

Motion to adjourn by PP and seconded by RG was passed unanimously.

Adjourned at 6:30pm.

Respectfully Submitted,

Joanne Wojtusiak

