

TOWN OF CORNWALL
REGULAR MEETING OF THE
Board of Selectmen
Minutes for meeting held on:
Tuesday, July 1st, 2025
Hybrid – In Person at Cornwall Library
& Remotely Via Zoom

Present

Selectmen

Others

- Gordon Ridgway, First Selectman
- Rocco Botto
- Jennifer Markow

Jane Hall, Administrative Assistant
 Press

Call to Order	7:31 pm
Approval of Minutes	<p><u>Motion:</u> Jennifer Markow – Made motion to approve the minutes from 6/17/2025 Rocco Botto – Seconded the motion Discussion – none Motion passed unanimously</p>
Communications / Announcements	<p>First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • Spencer Musselman had his first day as the Land Use Administrator today, his houses will be Tuesday & Thursday 7:30-10am and Friday by appointment only <p>Rocco Botto shared the following:</p> <ul style="list-style-type: none"> • Welcome Spencer • Swim team started today • Good activity in town this past weekend thanks to Limerock NASCAR event <p>Jennifer Markow shared the following:</p> <ul style="list-style-type: none"> • July Fest is on Sunday July 13 6-8pm on town green, food trucks, music, activities
Additions to the Agenda	<p><u>Motion:</u> Gordon Ridgway – Made motion to (1) Summer Paving, (2) MDA, (3) Town Hall Roof, and (4) Appoint Gil Rubio to Inland Wetlands to the agenda Rocco Botto – Seconded the motion Discussion – none Motion passed unanimously</p>
1.	<p><u>Tax Collector Appointment</u> First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • Interviewed one candidate with Jean Bouteiller – Rebecca Juchert Derungs, she is tax collector for Falls Village, Morris, and Goshen – comes highly recommend <p><u>Motion:</u> Gordon Ridgway – Made motion to appoint Rebecca Juchert Derungs as tax collector effective November <i>(clerk addendum – appointed for a 2-year term)</i> Jennifer Markow – Seconded the motion Discussion – none Motion passed unanimously</p>
2.	<p><u>Park & Recreation Director</u> First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • Received resignation from Park and Recreation Director, Jennifer Markow.

	<p>Jennifer Markow shared the following:</p> <ul style="list-style-type: none"> • Committee is underway with commission members and Jane Hall, to update job description and post job opening • Had a great time working with the commission over the past 10 years <p><u>Motion:</u> Gordon Ridgway – Made motion to appoint Jennifer Markow to Park and Recreation as an alternate upon her “retirement” as director Rocco Botto – Seconded the motion Discussion – Rocco thanked Jen for her many years of service Motion passed unanimously</p>
3.	<p><u>Hammond Beach</u> First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • Underway with swim team and swim lessons • Had an issue with E. Coli testing came back with elevated count, most likely due to heavy rain in early June – levels are at swimmable level • Beach passes are available at Town Hall <p>Discussion ensued on E. Coli in nature and water</p>
4.	<p><u>West Cornwall Wastewater Project – Request for Proposals</u> First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • Draft for RQP received from engineer, will have slight changes – date of submission of RFP and requesting hard copy and not just electronic copy (Monday the 25th at 10:00am) • Trying to meet with property owner next week <p><u>Motion:</u> Gordon Ridgway – Made motion to approve draft RFP and send it back to Steve with minor changes to send out Rocco Botto – Seconded the motion Discussion – none Motion passed unanimously</p>
Addition #1	<p><u>Summer Paving</u> First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • Jim Vanicky, Highway Foreman, prepared a paving bid spec for Poppleswamp road – idea to resurface these next spring <p><u>Motion:</u> Gordon Ridgway – Made motion to go out to bituminous bid, with bid opening on August 8th Jennifer Markow – Seconded the motion Discussion – none Motion passed unanimously</p>
Addition #2	<p><u>MDA</u> First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • MIRA Dissolution Authority is now handed over operation to Department of Administration Services, MDA has been instructed to work with Northwest Resource Recovery Agency to work out an agreement • Town will need to pass an ordinance to join NRRRA, will need to have a town meeting for this • Operation of facility in Torrington seems to be running same
Addition #3	<p><u>Town Hall Roof</u> First Selectman Gordon Ridgway shared the following:</p> <ul style="list-style-type: none"> • Received updated spec document from Peter Russ to include insulation and replacing roof at Town Hall • Will try to get this work done before fall

	<p><u>Motion:</u> Jennifer Markow – Made motion to approve going out to bid for Town Hall Roof Gordon Ridgway – Seconded the motion Discussion – none Motion passed unanimously</p>
<p>Addition #4</p>	<p><u>Appoint Gil Rubio to Inland Wetlands</u></p> <p><u>Motion:</u> Gordon Ridgway – Made motion to appoint Gil Rubio to Inland Wetlands Commission (<i>clerk addendum – appointed as Alternate term ending 2025</i>) Rocco Botto – Seconded the motion Discussion – none Motion passed unanimously</p>
<p>5.</p>	<p><u>Public Comment</u> 1 public comment received</p>
	<p><u>Adjournment:</u> 8:00 pm</p> <p>Respectfully Submitted: Jane Hall, Administrative Assistant</p>



STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

Dr. Katherine A. Kelley State Public Health Laboratory 395 West Street, Rocky Hill, CT

Phone: (860) 920-6500 Fax: (860) 920-6718

Cornwall

FINAL REPORT

Work Order #: 1302157 (FRESH BATHING CORNWALL 061025)



Analytical Results

Lab ID: 1302157001	Date Received: 6/10/2025 13:13	Matrix: Fresh Bathing Water
Sample ID: CH10S	Date Collected: 6/10/2025 08:22	Collector: JESSICA CRANNEY
Desc: CREAM HILL SHALLOW		

--Environmental Microbiology--

Parameter	Results	Units	Report Limit	DF	Prepared	By	Analyzed	By
(Enzyme Substrate Coliform Test)								
E. coli	75	MPN/100 mL	10	1			6/10/2025 13:45	TR1

Lab ID: 1302157002	Date Received: 6/10/2025 13:13	Matrix: Fresh Bathing Water
Sample ID: CH11D	Date Collected: 6/10/2025 08:23	Collector: JESSICA CRANNEY
Desc: CREAM HILL DEEP		

--Environmental Microbiology--

Parameter	Results	Units	Report Limit	DF	Prepared	By	Analyzed	By
(Enzyme Substrate Coliform Test)								
E. coli	31	MPN/100 mL	10	1			6/10/2025 13:45	TR1

1302157 - 25024630

REPORT OF ANALYSIS

Connecticut Registration No : PH-0905

EPA Certificate No. 2010CT01

Town of Cornwall

Projected Paving 2025

proposed project consists of Poppleswamp Road

Section #1

Starting at Pole #1967 Head West 394' to Stop point house #7.

Install 1 1/2 inch Compacted wearing Course of asphalt
394' ~~300~~ ft x 20' x 1.5"

Section #2

Starting at pole 1972 (house #76) Head West 330' ending at house #80

Install 1 1/2 inch Compacted wearing Course of asphalt
330' x 20' x 1.5"

Section #3

Starting at house #112 Head West to 295' to Pole #2003

Install 1 1/2 inch Compacted Wearing Course of asphalt
295' x 18' x 1.5"

Section #4

Starting just beyond House #128 Head West 450' to Pole #2017 or beginning of Beamrail fence

Install 1 1/2 inch Compacted wearing Course of asphalt
450' x 22' x 1.5"

Wearing Course of Class 2 Bituminous Concrete
Compaction of a Roller 8 to 12 Tons in Size

Beas
we
8/5/25
AM

**TOWN OF CORNWALL
REQUEST FOR PROPOSAL
DESIGN, PERMITTING and CONSTRUCTION
OF A WASTEWATER TREATMENT FACILITY**

1. Introduction and Purpose

The Town of Cornwall is seeking Proposals from the two pre-qualified teams to design, permit, engineer, construct, and commission an approximate 15,000 gallon per day (GPD) Membrane Bioreactor (MBR) system for the treatment of wastewater collected from the Village of West Cornwall located in the Town of Cornwall.

This RFP is for the design, permitting and construction of the treatment plant only and does not include the proposed sewage collection system or the outfall that will convey renovated wastewater to the discharge location on the Housatonic River.

For the purpose of this RFP the Proposer shall assume that the site for the facility has been chosen and that the plant itself will be partially housed in a building designed to be in keeping with the historic nature of the Village of West Cornwall. The Town will provide the designer with site topographic and boundary survey and geotechnical investigations.

This RFP will be divided into two phases. The first Phase includes the design and permitting of the facility and the second Phase will consist of the construction and testing of the finished facility.

The Town is requesting a proposed Scope of Services and Fee Proposal for the First Phase only of the RFP.

Additionally, the Town is requesting, as part of your submittal, an estimate of the cost for construction and start-up of the proposed facility. This estimate is for budgeting purposes only and will be refined as the design process proceeds. The Town understands that this estimate will have a significant contingency built in as the design has not been initiated.

The selected firm will be responsible for providing a complete MBR system, including design, permitting, engineering, procurement, construction, testing, and commissioning of the system. The firm may also be considered for licensed operations services.

2. Scope of Work

The work under this RFP includes, but is not limited to, the following tasks:

1. Design and Engineering

- o Provide assistance in refining the estimate of needed treatment plant capacity
- o Provide an analysis of treatment plant membrane type alternatives based upon initial construction cost, operating cost and long-term reliability
- o Provide detailed engineering and design services for the MBR system.
- o Develop final system design, including hydraulic design, electrical and instrumentation design, and integration with the proposed existing infrastructure.
- o Prepare all required technical specifications and drawings.
- o Ensure compliance with all relevant federal, state, and local environmental and engineering standards.

2. Permitting and Regulatory Compliance

- o Obtain all necessary permits for construction, operation, and discharge.

o appropriate ~~costs~~ resources and other details will be specified in subsequent contract.

- Coordinate with relevant regulatory agencies to ensure compliance with environmental laws and discharge standards.

2. Submission Requirements – Phase 1

Firms/Teams must submit the following as part of their Proposal:

1. Project Scope

- A detailed Scope of Services for the design and permitting of the facility.
- Outline of the design, construction, commissioning, and operations processes.
- A timeline of key design milestones.

2. Fee Proposal

- A proposed fee for the design and permitting of the facility, broken down based upon 30% design completion, including cost opinion, 70% design completion, 90% design completion and permitting.
- Any relevant certifications or awards related to safety or environmental sustainability.

3. Evaluation Criteria

The proposals will be evaluated based on the following criteria:

1. Qualification of staff/team
2. Relevant experience and expertise with MBR systems.
3. Thoroughness of the proposed Scope of Services.
4. Demonstrated ability to meet project deadlines and stay within budget.
5. Ability to obtain necessary permits and regulatory compliance.
6. Proposed Fee Structure

6. Submission Instructions

Submit your Proposal in accordance with the instructions below:

- All responses must be submitted by August ~~23, 2025~~ before 2:00 P.M.
- Late submissions will not be considered. *25 BY 10: AM*
- Submit the Proposal package electronically in PDF format to: selectmen@cornwallct.gov
- *Bids Sealed until AUG. 25*

For any questions or clarifications regarding this RFP, please contact First Selectman Gordon Ridgway at selectmen@cornwallct.gov.

7. Disclaimers

- The Town of Cornwall reserves the right to reject any or all submissions and is not obligated to select any firm based on this RFP.
- This RFP is not a contract or a commitment to issue a contract.
- The Town reserves the right to terminate the contract for services at the any of the submittal stages (30%, 70%, 90% and 100%)

Gil Rubio
39 Ballyhack Rd
West Cornwall, CT 06796
gilrubio88@gmail.com
973-477-0783

Dear Gordon,

I'm writing to express my interest in serving on the Town's Inland Wetlands & Watercourses Agency. Over the past year and a half, I've been regularly attending the Agency's meetings, and during that time, my appreciation for the important work it does has only grown. I've completed the CT DEEP Municipal Inland Wetlands Agency Comprehensive Training Program, and I would welcome the opportunity to formally contribute as a member of the commission.

I have a degree in Mechanical Engineering and currently work as a Systems Engineer in the aviation industry. My background gives me a strong foundation in technical problem-solving, systems thinking, and regulatory compliance—skills that I believe are highly relevant to the agency's work.

I also grew up working in my family's small businesses, one of which focused on buying and restoring older homes for long-term rental. That experience gave me early exposure to issues at the intersection of development, land use, and community responsibility—perspectives I still carry with me today.

Serving on the Inland Wetlands Agency feels like a natural fit for my interests and values. I enjoy learning, especially about systems and policies that protect our environment while balancing community needs. I'd be proud to support the town in this capacity and bring a thoughtful, informed, and collaborative approach to the work.

Thank you for your consideration. I'd be happy to speak further at your convenience.

Sincerely,
Gil Rubio