

WEST WINDSOR WASTEWATER/WATER COMMITTEE

MINUTES

DECEMBER 01, 2010

Glenn Seward called the meeting to order at 7:05. Present were Al Keiller, Rudy Gross, Glenn Seward and Barbara Truex. Win Johnson joined the meeting in progress. Elvin Kaplan and Mike Gagnon were absent. Al Keiller was unanimously elected chair for the second phase of the committees work. There were no additions to the agenda.

The first order of business was to adopt a charge for the second phase of work. The committee unanimously approved the draft charge that had been distributed prior to the meeting.

The proposed work plan was reviewed and was adopted as the guideline for committee work for this phase of the project. A tentative timeline was developed beginning with this meeting and staging the work roughly every two weeks beginning with the re-draft of the RFP and ending with a final report from the consultants on September 1, 2011. It was acknowledged that this timeline may be revised based on input from the consultants once they are chosen.

The draft RFP that was presented at the October 25 public meeting was reviewed and deemed to be appropriate based on our goals and charge. It was suggested that the introduction to it be a bit more specific about assessing the village conditions with potential growth in mind. Al will amend it to reflect discussions and email it to the committee for comments in order to get it to Don Robisky for his input by Dec. 15.

Qualifications of respondents to the RFP were discussed. In addition to experience with studies of this type, availability of appropriate expertise and resumes of personnel expected to be assigned to the project, the committee added requirements that respondents are able to meet state requirements, that they can meet our timeline, that they can complete the study within our grant amount (\$40,000 per Don Robisky's email of October 26) and that we are under no obligation to accept any proposals should they not meet our criteria.

It was determined that Glenn as First Selectman, Martha as Zoning Administrator and Al as committee chair should serve as the contact persons for respondents to the RFP.

A date for the next meeting was not set. Al will try to get the new draft RFP to the committee members for their input and, based on the effectiveness of that process, the committee will wait for Don Robisky's comments before convening another meeting.

The meeting was adjourned at 7:55.

Respectfully submitted,

Barbara Truex