

**WLSD Planning Committee – Special Meeting**  
**Monday, August 2, 2010 @ 3:00 p.m.**  
**@ Turri, Inc Offices, Torrington, CT**  
**Minutes**

Attending: Members Ray Turri, Chip Roraback, Jim Mersfelder and Ken Green  
Guests: Andrew Roraback and Paul Dombrowski of Woodard & Curran

1. The July 26 Planning Committee meeting minutes were reviewed and approved.
2. The Committee reviewed its past work in order to bring Andrew Roraback up to date. There was extensive discussion on the revised DEP water quality standards and classifications, the July 16 meeting with the DEP, and the Committee's previous work on prioritizing a list of possible alternative solutions. The conclusion was that the Committee was on the right track and should continue as outlined in the minutes of our July 26 meeting. Andrew Roraback left the meeting at this point.
3. The Committee reviewed the August 2, 2010 Woodard & Curran Scope of Services contract and attached Terms & Conditions with Paul Dombrowski. This contract is for an abbreviated period of time (4 weeks) to take WLSD through the proposed late August meeting with the DEP. After discussion, the Committee agreed that it was necessary to go forward with this work in order to maintain the agreed timetable with the DEP. The Committee further agreed that the proposed scope of work and associated fees (\$37,900) looked appropriate and recommended the Scope of Services and Terms & Conditions contracts be approved by WLSD and signed by Ray Turri. Paul Dombrowski left the meeting at this point.
4. The Committee discussed the RFQ-QBS process and reviewed a draft prepared by Ken Green of how the process might work. The committee agreed on a process for selecting a consultant using QBS which is outlined in the attached document: Qualifications Based Selection – Agreed Process.  
  
The Committee also discussed the appropriate criteria to use in evaluating and selecting a consultant. The Committee agreed the appropriate criteria and evaluation form for the QBS selection as outlined in the attached document: QBS Form for Selecting Consultant.
5. The Finance Committee has held its first meeting and Ray Turri will circulate the minutes of that meeting to Planning Committee members.
6. The Committee discussed the importance of keeping people well informed of our work. In particular, it was agreed the WLSD Board needs to be well informed with key input and approval of all important recommendations by the Committee. Goshen First Selectman Bob Valentine and State Representative Roberta Willis will be kept informed by Ray Turri. Chip Roraback will keep State Senator Andrew Roraback informed.
7. The next meeting is scheduled for August 9, 2010 at 3:00 p.m. at Turri, Inc offices.

Respectfully submitted  
Ken Green, Chairman  
August 3, 2010