

Somersville Planning Committee

Tuesday, December 5, 2006
Somers Town Hall
Lower Level Conference Room
Somers, CT 06071

----- Agenda Topics -----

- Call to Order: Meeting called to order at 7:52 p.m.
- Attendance: . Dave Reed, Jeff Foss, Ron Elliott, Jill Conklin, Barry Moynihan, and Ann Levesque; others in attendance Patrice Carson, Dave Pinney, Kathy Devlin and Everett Morrill.
- Absent: Karl Walton and Bob Lapadula
- Approval of Minutes: Minutes of last meeting of Nov. 2, 2006 were approved.
- Correspondence Memo from Ann Logan and Lisa Coope, dated Nov. 29, 2006, re. Regular Meeting Date Schedule – 2007
- Review RFQ's Seven proposals were received in response to the RFQ. They are as follows: 1) Ferrero Hixon Assoc. 2) Weston & Sampson 3) TPA Design Group 4) BSC Group 5) Planimetrics/Dodson Assoc. 6) Milone & MacBroom and 7) BL Companies, Inc.
- Town Planner Carson said that they were all firms that were well known and reputable.
- The proposals were given to committee members and reviewed individually and collectively.
- At the suggestion of Town Planner Carson, it was agreed that the selection process begin as soon as possible and before the end of the year.

Select Consultant

After a review of the proposals and discussions on the process, timing and value of each firm, it was decided

- 1) that two evenings would be spent interviewing the first four companies (Ferrero, Weston, TPA and BSC)
- 2) phone calls would be made by Patrice Carson to Planimetrics and Milone for price clarification and price negotiation, respectively,
- 3) and a letter sent to BL Companies by Patrice Carson. thanking them for their interest.
- 4) The selection meetings will be held on Tuesday, Dec. 12 and Wednesday, Dec. 13, from 6 – 8 p.m., using the same procedure as follows.

One hour will be given to each firm to present their proposals and for Q/A from the committee and the firm.....6 to 7 p.m. and 7 to 8 p.m. for Dec. 12 and Dec. 13.

Discuss Scope of Work

Other Business

Jill Conklin will be sitting on this committee, taking the seat vacated by Pat Kennedy.

Chairman Dave Reed gave to each committee member a 2007 Meeting Schedule.

Adjournment

By mutual consent at 9:25 p.m.

Minutes respectfully submitted by Ann Levesque, Secretary

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING.

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Call to Order

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Attendance

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Approval of Minutes

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Correspondence

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Review RFQ's

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Select Consultant

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Discuss Scope of Work

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Other Business

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Adjournment

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Other Information
