

Date: September 12, 2023                      Subject: Engineering Committee Meeting  
Minutes **Tuesday, September 12, 2023**

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To: Board of Directors                      From: Engineering Committee and  
Arthur G. Simonian, Executive Director

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**Engineering Committee  
September 12, 2023 Meeting Minutes**

The Engineering Committee met Thursday, September 12, 2023, at the District Offices, 245 Main Street, Cromwell, Connecticut.

Executive Director, Arthur Simonian called the meeting to order at 6 p.m. Present was Chairman, John Dunham and Committee Members – David Bauer, and Liam Mitchell. Also, present were Executive Director – Arthur Simonian and District Engineer – Michelle Ryan. Committee Members Bonnie Anderson and Don Naples were not present.

The following is a summary of the September 12th Engineering Meeting:

- 1) QBS-RFQ Selection of On-Call Consultant(s)** – Review qualifications, deliberate, and select on-call consultant(s).

Executive Director, Arthur Simonian stated there is one item for the Engineering Meeting which is to go ahead with making the decision on selecting QBS-RFQ on-call consultants for the District. We will begin contract negotiations pending the Board approval. The consensus for the firms with the highest scores is CDM Smith, Jacobs and Hazen and Sawyer.

Mr. Bauer suggested we pick two out of the three firms, with an option for the third one. John Dunham agreed as well. Mr. Bauer suggested the Engineering Committee recommend two firms for projects less than \$500,000 and the Board can add a third firm if they choose to. Smaller projects will be on-call and larger projects can still go out for qualifications and proposals. Discussions will continue about contracts being hourly or fixed fee lump sum. We will check CTDOT for audited rates.

**MOTION:** The Engineering Committee recommends to the Board of Directors to begin contract negotiations with CDM Smith and Jacobs with the option to add Hazen and Sawyer as a third firm.

Moved: David Bauer; Seconded: Liam Mitchell; Approved: Unanimously

**THE MATTABASSETT DISTRICT**

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**Memorandum**

- 2) **Other Business** – The next Board Meeting is scheduled for Monday September 18<sup>th</sup>, 2023. Also, it's the annual election of officers so a Nominating Committee meeting will be held at 6:30pm prior to the Board meeting.

**Adjournment:**

**Mr. Bauer moved, no second necessary, and the committee approved unanimously to adjourn at 6:36 PM.**

C: Board Members not on the Engineering Committee