

**Town of Castleton  
Sewer Commissioners Meeting  
Minutes of December 12, 2016  
Town Offices**

Members Present: Richard Combs, Joe Bruno, Bob Spaulding, J. Leary

Members absent: W. Potter

Others present: M. Shea, Town Manager

Meeting called to order at 7:05pm.

M. Shea explained to the Board that they have a list of the Engineering Services Qualifications. M. Shea stated that 7 Engineering firms that submitted qualifications. The top 3 firms have been ranked by M. Shea. Although all firms have met all the qualifications, M. Shea chose Aldrich & Elliott as the first one due to the fact that the town has worked with them before on previous projects. They are also familiar with the project. The engineering firm chosen will help the town prepare the Bond paperwork and the presentation at the Town meeting.

**MOTION:** R.Combs made a motion to approve Aldrich & Elliott to perform as the Engineering firm for the Sewer project. Seconded by J. Leamy.

J. Bruno asked M. Shea what the costs were for the project.

M. Shea explained that he did not have any price points. He explained that the money for this Grant is coming down thru the Federal Government to the State and they require an Engineering Services Qualification list and that an engineering firm is chosen first.

J Bruno asked what happens if the firm they chose comes back with a high quote. Also if they only get one quote, there is nothing to compare it to.

M. Shea replied if you chose A & E and don't like their quote, we can negotiate with them or chose the next most qualified engineering firm to negotiate with.

J. Bruno responded that they will not be able to tell if the quote is high or low as they do not have anything to compare it to.

M. Shea stated that if he were to get quotes for the project it will void the Grant (50% forgiveness on engineering cost), as the Grant states that the first thing that has to be done is pick an engineering firm based upon qualifications.

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J. Bruno asked M. Shea how anyone would find out if he were to ask the top three firms to give the town quotes for the project, so the Board can make an educated decision on which firm to use.

J. Bruno asked M. Shea to produce for the Board the language that states they have to pick an engineering firm first and the language that states getting quotes would void the Grant if they solicited 3 prices.

R. Spaulding asked M. Shea to find out how the town would be able to find out what a fair price is for the project.

M. Shea did share with the Board some preliminary costs from Aldrich & Elliott.

J. Bruno asked M. Shea to give the top 3 Engineering firms a scope of work and get an approximate cost from each one.

**VOTE:** In favor- none/ No- J. Leamy, R. Spaulding, J.Bruno/ Abstain- R. Combs

J. Bruno stated that the Board needs to have another meeting regarding this issue.

**MOTION**

R. Spaulding made a motion to adjourn at 7:15 pm. Seconded by J. Leamy.  
All in favor. Motion Carried.