

MINUTES

Special Hybrid Meeting-Revised
Community Investment Fund Ad Hoc Committee
January 8, 2025 – 3:30 p.m.
Assembly Room, Plymouth Town Hall

1. Call to Order/Attendance

The meeting was called to order by Chairman Bill Hamzy at 3:30 p.m. on January 8, 2024 in the Assembly Room of Town Hall. Members in attendance included: Chairman Bill Hamzy, Mayor Joseph Kilduff, Kerry Bamrick and Vinny Klimas. Vance Taylor also participated via Zoom. Tech representative assigned was Jamie Terry.

2. Pledge of Allegiance – Led by the Chairman.

3. Introductions by the Chairman.

4. Presentation

Chairman Bill Hamzy provides a history of the Commission and its charge. The Mayor appointed a CIF Ad-Hoc Committee in July 2022 and charged the Committee to investigate, develop and oversee a Transformational Community Investment Project following guidelines provided by the State. The Committee has been successful in obtaining two (2) grants; \$250,000 allocated for a Planning Grant to hire a consultant to develop a plan to improve the Downtown area. Goman & York was selected, and a plan was developed over a period of approximately 9-10 months.

A second application was submitted for the project, and we were awarded a portion of our request of 1.7 million.

A third application has been submitted for the next phase of the project – Our RFQ -Implementation – the Town is seeking a consultant that can assist us in completing plans and working with the State of CT – DOT. In the last few months, we have been working with DOT and there is an opportunity to have approximately 2.1 million dollars of proposed improvements done in an ongoing project currently being worked on.

The DOT is realigning the intersection of Route 6, North Main St. and Agney Ave. They are willing to include and incorporate our proposed improvements of the Streetscape on Route 6, Agney Ave., and S. Main St. There are also additional improvements they have agreed to, but this puts us on an accelerated timetable as they would like to start on their project in late Spring/Early Summer.

Vance Taylor asks that the Chairman clarify the consultant selection process. There is general discussion; selection will be based upon qualifications, past experience, staff, proposed estimated costs.

Jason Williams, SLR Consulting asks what the Town's preference is for the submittal, i.e. Staff descriptions, qualifications, do we want projected costs? Total costs? Breakdown by Project? Etc.

Chairman Hamzy advised the more detail the better, we are not looking for a fee for the project. We recommend that you breakdown by Project individually – at the time of writing the RFQ we were not aware of participation by DOT. – Recommend that the focus be on 8 S. Main St.

Vance Taylor questions whether we are asking for specific budget amounts – Vinny Klimas advised that the document asks for estimates.

Chairman Hamzy states that the only way to determine if an applicant is qualified is to review each specific document. All information will be considered, this will not be a decision based solely on price; qualifications, staff, sub-vendors will all be considered.

As an example, funding is a portion of this proposal – a grant-writer may be needed to investigate funding – how will the consultant cover this need?

Vinny Klimas reiterates the Deadline for submissions by January 21, 2025 before 3:30 p.m. in the Mayor's Office, 80 Main St., Terryville, CT – Bids must be sealed.

Chairman Hamzy advised that in addition to submitted hard copies of the document, an electronic copy is also required.

Clarification of Process –

Submissions are Received in the Mayor's Office

Submissions Reviewed by the full Committee

Meeting of the Committee to discuss and select applicants

Invitation to applicants that have been selected for an Interview

Interviews

Narrow to favorites

Engage in Contract negotiations

Sign Contracts.

5. Questions

Discussion regarding plan samples – either CIF Plan or Equivalent Project Plan is acceptable.

6. Board Member Comments

Chairman Hamzy states that our goal is to be good stewards and get the best project we can with the funds were awarded.

Mayor Kilduff feels we have a great Committee, they have been pretty successful. We are excited to see the benefits and would like to make our downtown a more viable hub.

We look forward to working with whoever is selected.

7. Administrative Matters

RFQ – Attendance

Name	Company	Address	Email	Contact #
Robert Green	Robert Green Associates	6 Old Waterbury Rd., Terryville, CT 06786	green@rga-ct.com	860-622-9141
Joseph Green	Robert Green Associates	6 Old Waterbury Rd., Terryville, CT 06786	joe@rga-ct.com	860-484-1107
Jason Williams	SLR	195 Church St., New Haven, CT	jwilliams@slrconsulting.com	203-246-9494
Denise Robidoux	Goman & York	55 Hartland St., E. Hartford, CT 06106	drobidoux@gomanyork.com	860-798-2804
Erin Benken	QA & M Architecture	195 Scott Swamp Rd., Farmington, CT 06032	ebenken@qamarch.com	860-470-5037
Rosa Lozano	QA & M Architecture	195 Scott Swamp Rd., Farmington, CT 06032	rlozano@qamarch.com	
Caroline Bogue	QA & M Architecture	195 Scott Swamp Rd., Farmington, CT 06032	cbogue@qamarch.com	
Osmany Villafaine	Russell & Dawson, Inc	1111 Elain St, E. Hartford, CT	Osmany.villafaome@rdaep.com	860-922-5167
Col Sanjeev	Russell & Dawson, Inc	1111 Elain St, E. Hartford, CT	Sanjeev.gupta@rdaep.com	949-690-1486
Nina Peek	SLR	195 Church St., New Haven, CT	npeek@slrconsulting.com	917-553-2132

8. Adjournment – The meeting concluded at 4:00 p.m.

Respectfully submitted,
Pam Pelletier, Recording Secretary