

**Minutes of Lost Lake Sewer Committee**  
**June 18, 2009**

Present: Tom Doyle, Carol Quinn, Angela Garger, and Jean Wright

**Old Business**

1. Review and approve June 4 meeting minutes.
2. There is still a lot of confusion about the income survey. We are still unclear about what the first step of the project is and what roll the committee will play in this process. If we expand the scope where do we get addresses? Do we use the town clerk's residence list? Will we all work on the income survey.
3. Angela spook with Mark about the Request for Proposal Process, (RFP). Mark suggested that at least two of us be a part of that process but all of us can participate. After discussion we all said that we would like to plan to participate in the RRP review process.

**New Business**

1. Carol suggested that Michelle come to one our meetings to explain the meeting process and the rules about communication outside of scheduled meetings.
2. Carol expressed concern about the RFP and that the proposal went out without consideration of expanding the project beyond the originally identified areas.
3. Jean mentioned that Nicki Tsongas will be at Shaw's on Saturday. She suggested that we let her know that we are looking toward putting together a comprehensive wastewater plan and exploring funding options.

**Action Items**

1. Tom will send a copy of the town meeting presentation to the webmaster to post on the Lost Lake Sewer Committee website.
2. Carol will contact Tunde at RCAP Solutions about how to start the income survey. What are the first steps?? What information will we need to give them to get the process started? She will ask him if he would meet with us to review the process.
3. Carol will contact Michelle about attending our next meeting July 16 to discuss guidelines surrounding holding public meetings and communication outside the meetings amongst members.
4. Angela will email Mark to let him know that we are all interested in participating in the RFP. Also, we may invite RCAP solutions to meet with us to do a follow up meeting and invite him or a member of the Board of Selectman to attend. Angela will also inquire about what resources will be available for the income survey.
5. Angela will contact Dan Wolfe at the Groton Conservation Trust to discuss the committee's progress. Perhaps they would like to meet with the LLSC at this point.
6. Jean will send thank you letters to the committees that supported the articles at town meeting.

wo

7. Community outreach about the project. On going
8. Angela will send the minutes to the Town of Groton Webmaster to be posted.
9. Jean will send Tom the policies and procedures booklet for committee meetings.

Meeting Adjourned: 8:45pm