

Forest Home Infrastructure Planning Steering Committee

Meeting – October 22, 2025
2:00 pm - Ithaca Town Hall

MEETING NOTES

ATTENDING

- Town of Ithaca: Rod Howe, Justin McNeal, CJ Randall, Joe Slater
- Cornell Univ: Susan Riley, Leslie Schill
- Forest Home Community Task Force: Robin Blakely-Armitage, Ari Lavine, Ruth Mahr, Charlie Trautmann
- ITCTC: Tom Knipe

DISCUSSION OF RFQ TO BE ISSUED FOR PLANNING CONSULTANT FOR UPDATE OF FOREST HOME TRAFFIC CALMING PLAN

- Project funding update: \$50K to be provided by the Park Foundation, \$25K by the Town of Ithaca, with the remaining funds (estimated at \$100K) to be provided in future years through Town and possibly other sources. Rod noted that the Town Board is aware of the project and would likely remain committed to finishing the study once it is started.
- Status: The Town drafted an RFQ and sent it to the Forest Home task force for comment. The task force met and sent proposed edits to the Town. These were discussed at the meeting and were largely accepted except for the phrase “community development initiatives” which the Town requested be retained.
- Next steps:
 - The final RFQ for the Forest Home Traffic Calming Plan Update will be posted by the Town on Monday, Oct. 27, and will include distribution to consultants and the community via Forest Home Improvement Association
 - Questions on the RFQ from consultants and interested residents should be directed to planning@townithacany.gov and are due by Monday, Dec. 1
 - The Town will compile those questions, prepare answers, and publish and distribute an Addenda (as needed) on or about Thursday, Dec. 11
 - Technical questions may be deferred to the Contract Negotiation stage of the consultant selection process
- Other suggestions and comments:

- Construction-level drawings will not be part of the present study
- The Town is seeking the most qualified consultant, not the lowest bidder
- The consultant should build escalation into future construction cost estimates
- The current timeline may be aggressive, but the Town would like to get the RFQ out before the holidays so that the project can move forward as quickly as possible.

FOREST HOME BRIDGE WORK

- The downstream bridge architectural trusswork (non-structural) is rusting deeply. The Town is working on a fix to one particularly badly rotted out area. The initial estimate was too high, so they are seeking an alternative solution.

Submitted 10-24-2025

CHT