

1. Convene Meeting:

Chairman Lionel Ingram, Paul Vlasich-Town Engineer, Resident Rod Bourdon, Ginny Raub, Peter Richardson, Kristen Murphy-Planning, Don Clement – Selectmen Rep and Mimi Becker were all in attendance. Guest speakers: Deb Loiselle from NH DES. Lionel convened the meeting at 9:05 a.m.

2. Approve minutes of 6/17/10:

There was a motion to accept the minutes of June 17, 2010. Kristen Murphy had a correction. The change is located in Agenda #5; 3rd paragraph; “Lionel wants to include a Planning *Board* member ...” changed to Planning *Department* member. A motion was made to accept the June minutes as amended by Pete Richardson and seconded by Ginny Raub. Vote was unanimous.

3. Discussion of the draft RFP for the Feasibility Study-Mimi Becker/Deb Loiselle:

Mimi Becker passed out the “draft” “Request for Proposals (RFP) Dam Removal Feasibility and Impact Analysis”. Mimi discussed the basic structure of the draft RFP stating 1st was addressing the introduction and background, that sets the contest for the potential applicants; 2nd specify deliverable; 3rd establish criteria for selection and 4th specify scope of services. Mimi wanted to point out to the committee that the working group did a cross check analysis with the report from the public meeting. The working group crossed off the items on the list that could be addressed through the RFP. The remaining items will be looked at by the working group and they will make a recommendation of how to address them. Mimi turned it over to Deb Loiselle to continue the review of the different tasks in the RFP.

Deb Loiselle stated quite a bit of the draft had been reviewed by the committee in the June River Study meeting, ending at mid point page 7 of the proposed RFP. Deb stated as a result of the comments at the last River Study meeting and the comments and suggestions which came out of the working groups meeting; she incorporated those comments into the draft that was currently before the committee.

Deb wanted to bring a couple of things to the attention of the committee before they began the reviewing process of the remaining RFP. First, the title, page 1, had been modified slightly to “Request for Proposals (RFP) Dam Removal Feasibility and Impact Analysis”. Deb asked for comments. Mimi stated the working group thought it was a more accurate representation of what we were trying to accomplish. The committee was in favor of the change.

Second, Deb stated on page 3 the “Selection Procedure” is a little different than the Town’s normal process; a “2 envelope” system is being proposed. Paul Vlasich spoke about the Town’s selection process and procedure explaining the steps. Paul stated the consultants will put together their references and experiences in one envelope and in a separate envelope they will provide a cost proposal. The proposal for the work and how it is going to be accomplished will be submitted with seven (7) copies and the cost proposal will have only one (1). The proposal will be sent directly to the Town Manager at the Town Office by the deadline date. After the deadline the work proposals will be opened according to the Town’s current policy. The proposals will be turned over to the selection committee to evaluate. The selection committee will contact the qualified consultants and set up interviews with said consultants. Once the interview process is complete the cost proposal envelopes will be opened and only at that time and only for the firms that are on the short list that have been interviewed. Eventually the selection committee will make a recommendation and send it back to the Town Manager and the Board of Selectmen to make the final bid award and a contract could be established.

Lionel Ingram asked for opinions from the committee members on the fact the River Study committee is being omitted from the selection to the award process leaving it up to the selection committee. Lionel stated he had no problem with that. The other committee members felt the same.

Deb Loiselle addressed the time line by stating the overall time line will be a six (6) week process; from the time of advertising the RFP to when the RFP is due.

Each section was read and explained by Deb to the committee members asking for their input. A question and answer took place. Deb took the suggestions and comments and will make the necessary changes to the draft. Deb also passed out a cost proposal schedule and a location map to the committee that will also be part of the RFP.

4. Discussion of How to Proceed After the RFP is Published – Deb Loiselle:

Mimi Becker stated there were two (2) issues. First, is the proposed Selection Committee for the selection of the consultant and bid award and second a smaller group be put together as the Over sight Committee. The Over sight Committee will oversee the consultants making sure they are fulfilling the requirement of the RFP.

Mimi spoke on behalf of the Working Group that the Selection Committee have both technical expertise and resident representation. After much discussion it was proposed the Selection Committee be made up of Paul Vlasich-Town Engineer, serving as chair, Roger Wakeman-PEA, Deb Loiselle-NH DES, Kristen Murphy-Planning Department, Mimi Becker and Rod Bourdon as residents. Mimi Becker suggested the Over sight Committee be the current Working Group and have them play that role.

A motion to accept the Selection Committee and the Over sight Committee members as stated by Rod Bourdon and 2nd by Peter Richardson. Vote was unanimous.

5. Public Comment:

None

6. Adjourn the Meeting:

The meeting was adjourned at 10:58 a.m. The next meeting was set for September 23, 2010 at 9:00 a.m. in the Nowak Room of the Town Office.

Respectfully Submitted,

Grace Rogers
Public Works Office Manager