

1. Convene Meeting:

Chairman Lionel Ingram, Peter Richardson, Roger Wakeman – PEA, Don Clement-Selectmen Rep., Rod Bourdon, Mimi Becker and Kristen Murphy – Natural Resource Planner were all in attendance. Guest speakers: Deb Loiselle from NH DES. Lionel convened the meeting at 9:22 a.m.

2. Approve minutes of 10/21/10 and 11/16/10:

There was a motion made to accept the minutes of the October 21, 2010 and November 16, 2010 meeting by Mimi Becker and seconded by Rod Bourdon.

3/4. Status of the Consultant Search – Paul Vlasic and Discussion of How to Proceed After the RFP is Published – Mimi Becker:

In Paul Vlasich's absence Mimi Becker updated the committee by passing out a timeline sheet of the occurrences up to date. They are as follows:

Nov. 22, 2010 – Proposals due. Opened by BOS. Six proposals received.

- ❖ Wright-Pierce / Inter-Fluve / TRC
- ❖ VHB / Field Geology / Kleinschmidt / Weston & Sampson
- ❖ CHA / AES / Victoria Bunker / Preservation Co
- ❖ EA Engineering / FB Env. / Truslow / Ind. Arch. Consult
- ❖ Dubois & King / Bear Creek / Hartgen Env
- ❖ Gomez and Sullivan / PAL / HTA / ADKE

Dec. 9, 2010 – Selection Committee met to discuss all proposals. Decided to interview two firms.

Dec. 15, 2010 – Interviewed two firms. Request that BOS open the cost proposals for the two firms interviewed.

Dec. 20, 2010 – BOS open two cost proposals – Gomez & Sullivan and VHB

Jan. 6, 2011 – Selection Committee met to review the two proposals and supporting cost information. Project costs are a concern for the full scope of the RFP. Decided to interview a third consultant.

- ❖ The committee was not, at this time, fully satisfied with either consultant proposal.
- ❖ The committee thought it was prudent to interview a third consultant.

Jan. 11, 2011 – Interviewed a third consultant. Decided to not move forward at this time with this consultant.

Jan. 21, 2011 – Selection Committee met to decide course of action. Devised a list of questions for each of the two consultants to clarify or refine their proposal.

Feb. 1, 2011 – Questions were sent to each consultant for clarification. Clarifications due on Feb. 9th.

Feb. 9, 2011 – Consultants responded to questions posed to them.

Feb. 15, 2011 – Selection Committee deadline for comments and possible selection. Next steps: committee will convene to address the response results and make their formal recommendation to submit to Russell Dean and BOS.

Once the final step is complete there will be a period of negotiation. It was requested **not to announce** who is picked until its final. The Selection Committee (SC) is working on reaching a stage that will be within the budgeted amount. Lionel Ingram will speak to Russell Dean, Town Manager.

A question and answer followed:

Don Clement: Is there a significant cost between the two proposals?

Mimi Becker: The higher bid is the one that is more realistic. Deb Loiselle stated the cost was an issue along with other criteria.

Pete Richardson: What is the time frame?

Mimi Becker: Once they start it should be completed 18 months or sooner. They are hoping to start with the next month. The SC has made a recommendation and it will go from Paul Vlasich to Russell Dean to the Board of Selectmen (BOS).

Lionel Ingram: How is the RSC going to oversee the process once it is started?

Mimi Becker: The SC goes away but once the project is started there will be a project manager (PM).

Lionel Ingram: Who will be the PM?

Mimi Becker: Not sure, either Paul Vlasich, Town Engineer or Phyllis Duffy, Engineer Assistant. The SC will continue to update the River Study Committee (RSC). Mimi stated there will have to be some communication between the SC and Town Manager. Lionel Ingram stated he would like to have Deb Loiselle come to the next meeting informing us of what will be taking place and a sequent of events that will be taking place.

Don Clement: The PM should be someone at DPW due to the fact that Town money is involved. Will there be anyone from the State involved as PM also because of their money being used?

Mimi Becker: We should not have two (2) PM's. Deb is on the Working Group (WG) and will be updating the RSC. Eric Hutchins, NOAA will be on the WG as representative along with other agencies. Don Clement stated the WG should give the BOS periodic updates. Lionel suggested that Deb Loiselle come to the next meeting with a list of who should be on the WG.

5. Public Comment:

Don Clement and Pete Richardson informed the committee they went to Concord to speak in reference to House Bill 483. If passed this bill will add the lower Exeter River and the Squamscott River to The Rivers Management and Protection Program. That will enable Newfields and Stratham to have a seat at the table. Don stated the Town understands the quality of water into the Squamscott is very important.

6. Adjourn the Meeting:

The meeting was adjourned at 10:00 a.m. The next meeting was set for Thursday, March 17, 2011 at 9:00 a.m. in the Nowak Room of the Town Office.

Respectfully Submitted,

Grace Rogers
Public Works Office Manager