

Sunset Committee (SC) Meeting Minutes

Location: CI Historical Society
Date: 3/3/2014
Present: Beth Howe, Donna Damon, Ken Hamilton, Paul Belesca, Mary Holt (chair), Will Lund (arrived at 6PM), Thor Peterson (arrived at 6:20PM)
Absent: Tom Calder, John Wilson, Sam McLean, Susan Stranahan
Public: Carol Sabasteanski (also Secretary), Suhail Bisharat

Due to lack of a quorum, the committee had a discussion (from 5:30PM to 6:00PM) about the RFP process, the schedule for reviewing proposals, the schedule for presentations from vendors, and the need for (or lack of need for) help from a consultant.

Will Lund joined the meeting at 6PM.

Chair, Mary Holt, called the meeting to order at 6:04 PM.

Thor Peterson joined the meeting at 6:20PM

Minutes of Previous Meeting

A **MOTION** was made (Damon), seconded (Howe), and unanimously voted to approve the minutes of the February 17, 2014 meeting.

Correction to Minutes of January 6, 2014 Meeting

The minutes of the January 6, 2014 meeting submitted by Howe are incorrectly labeled as minutes to the December 19, 2013 meeting.

Public Comment

Mary asked Suhail if he had some comments. Suhail noted that the committee is proceeding with the evaluation process and advised the committee not to emphasize cost as much of quality of the proposals – this is an important project for the town.

Status of Proposals

Mary advised the committee that we are expecting proposals from the following five firms. All five have experience on Chebeague.

- Nadeau Land Surveys
- Barney Baker Design Consultants
- Sevee & Maher (their January 23, 2014 letter is their proposal)
- Pinkham & Greer
- Sebago Technics

Evaluation Matrix

Mary distributed prior to the meeting (and again at the meeting) the sample evaluation matrix supplied by Bob Earnest. The committee did not review it in detail.

Evaluation Process

The committee discussed the need for a consultant's help in reviewing the proposals. In their February 17th meeting, the committee agreed that the RFPs would not be issued until a consultant was retained. However, in subsequent emails the committee decided to issue the RFPs before a consultant was secured (because of time constraints).

After much discussion as to the need for a consultant, and how the committee might locate one, a **MOTION** was made (Belesca), seconded (Howe) and unanimously voted to review the proposals and decide after that review if the services of a consultant will be needed. In the meantime, Donna and Mary will continue to contact potential consultants.

Evaluation Timeline

The committee agreed to the following time line

Activity	Date	Comments
Proposal Deadline	3/5	Mary will email the committee when proposals are received. They can be picked up at her house. She will also email the electronic copy to the committee. She will bring the proposals to the 3/6 committee meeting.
Committee Meeting	3/6	Committee will meet at 5:30PM at the HI to review the proposals. Members should bring their calendars to the meeting so that possible presentation dates can be selected. Committee will decide if a consultant is needed. Committee will schedule further proposal evaluation meetings, as needed. Committee will share general observations regarding the proposals received and will generate questions for presenters.
Presentations	TBD	
Recommendation to BOS	3/21	Written recommendation to Town for including in BOS package.
Presentation to BOS	3/26	

Donna will add the presentation to the BOS to the agenda for the March 26th Selectmen Meeting. She will also inform the BOS that they will be advised of vendor presentation dates/times and are encouraged to attend.

A motion was made (Hamilton), seconded (Lund) and unanimously voted to adjourn the meeting at 7:10PM.

The next committee meeting will be Thursday March 6th at 5:30PM at the Historical Society.

Respectfully submitted,

