

## Sunset Committee (SC) Meeting Minutes

**Location:** CI Historical Society  
**Date:** 3/6/2014  
**Present:** Beth Howe (arrived at 5:45PM), Donna Damon, Ken Hamilton, Paul Belesca, Mary Holt (chair), Susan Stranahan (arrived at 5:45PM), Thor Peterson, Sam McLean  
**Absent:** Tom Calder, John Wilson, Will Lund  
**Public:** Carol Sabasteanski (also Secretary)

Chair, Mary Holt, called the meeting to order at 5:43PM.

Mary commented that the purpose of the meeting was to determine dates for vendor presentations, share committee member evaluations on proposals received, and discuss ways to move forward in the process.

Mary distributed a draft evaluation matrix John Holt created.

### Minutes of Previous Meeting

A **MOTION** was made (Damon), seconded (Belesca), and unanimously voted to approve the minutes of the March 3, 2014 meeting.

Howe and Stranahan joined the meeting at 5:45PM.

### Resignation of Committee Members

Mary reported that Tom Calder and John Wilson have submitted their resignations, citing an inability to regularly attend meetings.

A **MOTION** was made (Damon), seconded (Peterson), and unanimously voted to accept with regret the resignations of Tom Calder and John Wilson.

### Election of Vice Chair

With Susan Stranahan's resignation, the committee needed to elect a vice chair.

A **MOTION** was made (Damon), seconded (Peterson), and unanimously voted to elect Ken Hamilton as Vice Chair of the Sunset Committee.

### Presentation Planning

After reviewing committee members' availability, the committee agreed that vendor presentations would be scheduled for the evenings of 3/10 and 3/13. Two presentations per night could be scheduled. The presentations would be held at 5:45PM and 7:15PM. Presentations would be 75 minutes each.

Mary will contact the Town Administrator about scheduling the hall for the presentations and making required public notices. The Board of Selectmen will be invited to the presentations.

Mary will ask the vendors if they need audio visual equipment and will arrange to have the equipment available.

Mary said John Holt would be willing to provide transportation to the vendors. Vendors will wait in the library before and after presentations as needed.

### Selection of Finalists

The committee received four proposals on 3/5. The firms that submitted proposals were:

- Baker Design
- Sebago Technics
- Milone & MacBroom
- Pinkham & Greer

The committee previously received a proposal from Sevee & Maher (their January 23, 2014 letter is their proposal).

All the present committee members reviewed the proposals prior to the meeting and were prepared to have a discussion regarding their content. The committee spent an hour discussing the proposals. At the end of that time, each member rated (on a scale of 1 to 4, with 1 being the best) the four proposals received on 3/5 with the goal of limiting the presentations to three vendors (with one being Sevee & Maher).

The result of the ratings follows: (The lower the points, the higher the rating)

1. Baker Design (7 points)
2. Milone & MacBroom (16 points)
3. Sebago Technics (23 points)
4. Pinkham & Greer (24 points)

A **MOTION** was made (Damon), seconded (Stranahan), and unanimously voted to schedule vendor presentations with Baker Design, Milone & MacBroom, and Sevee & Maher.

Mary will schedule the three presentations for 3/10 and 3/13 and notify Sebago Technics and Pinkham & Greer that their firms were not selected.

#### Evaluation Process

Donna contacted Bill Shane, Cumberland Town Manager, who agreed to review the proposals and give advice as to questions to ask and concerns to raise. Donna will get copies of the finalists' proposals to Bill. The committee did not act on hiring a consultant to assist in the process.

The committee agreed that the proposals were fairly clear on Phase 1 but that their Phase 2 proposals did not meet our needs. It was felt that the committee needed revised proposals on Phase 2.

In order to ensure the meetings with vendors are as productive as possible, a subcommittee will meet on Saturday afternoon (3/8) at 2PM at the Historical Society to assemble questions and requests for the vendors. Subcommittee members are: Belesca, Holt, Howe, and McLean.

#### Evaluation Timeline

Activity	Date	Comments
Presentations	3/10 and 3/13	Mary will schedule presentations with vendors at the Island Hall and arrange for audio visual equipment. John Holt will provide transportation.
Recommendation to BOS	3/21	Written recommendation to Town for including in BOS package.
Presentation to BOS	3/26	

A motion was made (Belesca), seconded (Stranahan) and unanimously voted to adjourn the meeting at 7:40PM.

The next committee meeting will be vendor presentations on Monday March 10th at 5:30PM at the Island Hall.

Respectfully submitted,

