

Sunset Committee (SC) Meeting Minutes

Location: CI Historical Society
Date: 3/24/2014
Present: Beth Howe (joined at 6:10PM), Donna Damon, Ken Hamilton, , Mary Holt (chair), Susan Stranahan, Sam McLean (joined at 5:45), Paul Belesca
Absent: Will Lund, Thor Peterson
Public: Carol Sabastanski (also Secretary)

Chair, Mary Holt, called the meeting to order at 5:40 PM.

Approval of Minutes

A **MOTION** was made (Stranahan), seconded (Damon) and unanimously voted to approve the minutes of the March 17th meeting as presented.

Sam joined the meeting at 5:45.

Discussion of Follow-up information received from Vendors

Mary led the group in a discussion of the vendor responses to the following questions submitted to them after the 3/17 meeting.

Baker: Is the cost of grant work embedded in the pricing, or will it be additional and, if so, how much?

Answer: Baker would approach collaboratively, directing us to the right grants.

Sevee: Provide more detail on Phase II tasks.

Answer: Sevee clarified the scope of Phase II tasks.

Milone: Provide detail on the pricing for Phase II tasks.

Answer: Details were provided as requested.

References

Sam reported on the results of her reference checking for Milone (which had been the preferred vendor in a straw poll at the 3/17 meeting). Sam checked with numerous Milone customers and reported that the results were overwhelming positive. She focused on customers that had used Milone for water-related projects. Dustin, who would be our project manager, was well respected for his follow through and professionalism. Milone does its work on time and on budget. They have done a lot of different type and different size projects.

Beth Howe arrived at 6:10PM.

Discussion on Costs and Scope of Proposals

Beth Howe had prepared a side by side comparison of the tasks and related costs contained in each proposal. The committee discussed at length these items to ensure that the full scope and costs were understood.

After that discussion, Mary asked for a motion on selection of a vendor.

A **MOTION** was made (Stranahan), seconded (Hamilton) and unanimously voted to recommend to the Board of Selectmen at their March 26th meeting to enter into contract negotiations with Milone & MacBroom to perform the tasks identified as Phase I and Phase II – understanding that Phase II is contingent upon funding approval at Town Meeting.

Carol Sabasteanski left the meeting and Beth Howe took minutes for the remainder of the meeting.

Respectfully submitted,



Minutes for end of the meeting submitted by Beth Howe

Mary summarized the procedure for the Selectmen's meeting. Mary will do the introduction, review the letter of recommendation to hire M&M and indicate that this would require the appropriation of \$1,500 more from the Selectmen's Contingency Fund

She will turn the presentation over to Paul who will explain how we came to our decision. Sam will also be available to talk about the reviews she got of the various consultants.

Donna said that once a decision has been made by the Selectmen, a contract will be developed for the chosen consultant, in consultation with the consultant and members of the Sunset Committee.

Donna also asked the group whether we should raise the issue of putting some money this year in the capital budget to provide matching funds for any grant we might get for Phase 3. The discussion concluded that the Committee should ask the Selectmen whether this would make sense.

Susan moved to adjourn, seconded by Sam. Passed unanimously and the meeting ended at 7:05

Respectfully submitted,

Beth Howe