

Winnepesaukee River Basin Program

Capital Improvements Program (CIP) Subcommittee Meeting Minutes

June 21, 2012 Corner Meeting House 10:00

Attendees: Chairman Brian Sullivan called the meeting to order at 10:08 am. Those in attendance were Sharon McMillin (DES), Steve Dolloff (DES), Ray Korber (Bay District), Dan Leonard (Meredith), Sheldon Morgan (Gilford), Paul Moynihan (Laconia), Jeanne Beaudin (Belmont), and Tracey Russo (clerk).

1) As-needed engineering services RFQ out to bid as of 6/11/12

There will be an info session on July 11th at 1:00. The RFQ was put on the Administrative Services Purchase & Property website. It was also sent to all firms on the NH website and advertised in the newspaper. The firms selected will be ranked by qualification; bids are due by August 3rd at 11:00. Members should start thinking about who would like to be on the selection team so they can attend the information session in mid-July.

2) Work on RFP for Management, Operations and Maintenance (MOM) Review (MOU item 11)

S. McMillin explained that she had followed R. Korber's outline with the exception of requiring a consultant to come up with an implementation plan, used the same format as was used for the as-needed engineering services RFP, and included the MOU item #11 language which presents the basic goal of the study. She explained that the report would include specific recommendations for cost savings measures. D. Leonard felt we needed to have specific dates set to implement recommendations; S. McMillin said that was not in keeping with the agreed upon MOU whereby the Advisory Board and DES which states: "After study completion, DES and the Advisory Board will then work cooperatively to implement agreed-upon recommendations in a systematic fashion."

General discussion ensued concerning the specific components that need to be addressed in the study and the timetable. The members felt it would be most cost effective to have the consultant sitting at the table with DES staff and the Advisory Board members to put together an implementation plan with dates as a schedule with impediments & tasks. S. McMillin expressed concern over the information from draft or final reports going public prematurely, before agreement was reached on implementing any recommendations. S. Dolloff expressed he felt the public would want to know the information. S. McMillin will readdress with DES and Harry Stewart to see what their thoughts are regarding including an implementation plan in the scope of the RFQ. Proposed language in the RFQ was changed to include an implementation sequence as follows: "Prepare a draft report documenting the analyses, evaluations, findings, alternatives, impediments, recommendations, and implementation sequence for improving WRBP MOM."

Discussion continued regarding the level of effort especially regarding the number of drafts and turnaround time for review by the Board. The Subcommittee asked that a work plan submitted with the RFQ defining how the work will be done, defining a recommendation for project execution, and this would be part of the evaluation process and interviews with the short-listed consultants. Examples would be a 30 day period for review of drafts, maybe having as many as 3 drafts, monthly meetings to discuss project progress and results, etc . It was decided to leave the final decisions as to the consultant's level of effort to negotiation with the selected consultant based upon their work plan, interviews, and consensus of the Board.

It was agreed that the weighting of the selection criteria was changed, as follows:

1. Demonstrated experience in assessing organizational capabilities, productivity, and cost structure. Approach to project implementation and creativity. (40 percent)
2. Professional competence as evidenced in past projects and experience in performing similar work for water/wastewater facilities. (30 percent)
3. Ability to work cooperatively and interact effectively with NHDES staff and WRBP Advisory Board members and community representatives. Demonstrated ability to complete proposed work plan on schedule. (20 percent)
4. Clarity, completeness and conciseness of proposal. (10 percent)

J. Beaudin asked that references to accounting in the RFQ be changed to more accurately reflect the financial analysis requirements in the study.

J. Beaudin expressed that those members who commit to being on the selection board should be available no matter the number of meetings and be completely committed to the project.

S. McMillin will send out a draft of the MOM study with any changes by no later than Friday 6/22/12 so all members can review with the goal of finalizing the draft at the next CIP meeting scheduled for July 9th. Then, the CIP Subcommittee recommended MOM draft would be presented to the full Advisory Board for discussion and approval at their next meeting on July 17th.

3) Other Business

S. Dolloff said he is working on ownership of the sewer infrastructure in each community and believes he will be completed earlier than expected. Therefore, it is time for the Board to be thinking about the next steps which would be legal ownership transfer documents, such as easements, deeds, or MOA if it is problematic to transfer ownership. The goal is to develop boilerplate that can be used for all communities with each and then the specifics of each property can be inserted into the requisite document. The final documents would need to be approved by the community, the AG's office, and G&C

The CDM Smith Status report on the Flow Metering project was discussed. The Subcommittee recommended that the specifications be very clear that the expectation is to have a fully operational system by wet weather flows in 2013 (estimated to be in March 2013) and that this also be presented at the informational meeting. Advertising for Flow Metering Project bids is scheduled to begin on July 3rd if all the approvals are in place. Before bids are publicized, DES must approve the final specifications and the NH Natural Heritage Bureau and Division of Cultural Resources must have completed their reviews. A full environmental review must be completed before the bid opening, including the 30-day notice period. Hopefully, we will get the approvals so that the project is bid on schedule in order to be ready to go before G&C for final contract approval in September and be operational by March 2013.

S. McMillin provided a draft MOU Milestones Calendar. This table can be used to update Board members and communities of status

Next Meeting Date

July 9, 2012 @ 10:00 in the Corner Meeting House, Belmont

Motion to Adjourn

At 12:00, motion made to adjourn by R. Korber; seconded by D. Leonard; all concurred; meeting adjourned.