

**Capital Projects Committee – Municipal Water
Meeting Minutes**

Monday, July 20, 2015

Location: Timothy Smith Room

Present: Sheila Vanderhoef, Town Administrator, John Knight, Selectman, Fred Guidi, Finance Committee,
Also Attending: Neil Andres, DPW Superintendent, Jacqueline Beebe, Assistant Town Administrator, William O'Shea, Selectman, Ryan Trahan, Environmental Partners, Judy Cannon, Bob Smith, Joe Mistretta, Patrick O'Connell and Bud Mirkin

The meeting was called to order at 9:03 AM.

The main agenda item for the meeting was a discussion on the potential choices for residential water meters. Mr. Trahan of EPG led the discussion regarding the various options available to the town. Several months ago, EPG hosted three vendors to present their solutions to the CPC. Mr. Trahan now has some rough pricing for these various options. Based on the town's needs and the pricing, the CPC came to the conclusion that a drive by system would be the best choice for the town. Given that decision, EPG plans to draft an RFQ by September, 2015 such that the procurement process will be completed and meters will be available in the summer of 2016.

The committee voted on meeting minutes for 4/30, 5/14, 6/22 & 6/29. Mr. Knight moved the minutes, Mr. Guidi seconded. The minutes were approved 2-0-1. Ms. Vanderhoef held out minutes for second meetings on 4/30 & 5/14 along with the minutes of 6/1.

Mr. Guidi made a motion that the CPC recommend to the Selectmen that the Town issue an RFP for the services of an independent owner's project manager for future phases of the municipal water project. Mr. Knight seconded the motion. The motion passed 2-0-1 with Ms. Vanderhoef abstaining.

The next meeting was scheduled for August 3, 2015. One of the agenda items to be discussed will be the role/job description of the proposed OPM.

Meeting adjourned at 9:59 AM.

Respectfully submitted,

Fred Guidi