

MINUTES

CAPITAL PROJECTS COMMITTEE - WATER

Monday, September 14, 2015 9:00AM

Location: Timothy Smith Room

Present: John Knight, Fred Guidi, Sheila Vanderhoef, Town Administrator, Jacqui Beebe, Assistant Town Administrator

John Knight called the meeting to order at 9:00AM

Project Updates

None

Job Description for OPM

The proposed job description was reviewed and edits and comments noted. Fred Guidi will update the document and send it out. John Knight plans to present the job description to the Board of Selectmen on Monday, September 21, 2015 and recommend to the Board that the RFP for the Independent Owner's Project Manager be posted.

Sheila Vanderhoef asked the following questions:

- Is the position for the OPM part time or full time – Fred and John agreed part time
- Will the position be for Phase 2 or starting as soon as selected – Fred and John agreed as soon as selected
 - Sheila noted that Weston & Sampson's contract is through December and it would be financially better to let them complete their contract and start the new OPM with Phase 2
- Has the appropriation for this role been discussed – Fred noted that as the project is under budget, it should come from those funds

Residents attending the meeting asked questions re the reason for another OPM as Weston & Sampson is currently the OPM. No answers were provided by the Committee during the meeting.

Minutes as Available

None

Other Business

None

Adjourn

John Knight adjourned the meeting at 9:35PM.