

**WATER RESOURCES COMMITTEE  
TOWN HALL  
Meeting Minutes ~ November 22, 2004**

**Members in attendance:** Dave Irwin, Chair; Ed Petrilak; Chris McCabe, Town Manager; Rick Mattila; Joan Meschino; Tom Burns; Malcolm Brown; Mike Blanchard.

**Also in attendance:** Larry Bingaman, Senior VP, Aquarion Water Company.

**Meeting called to order by Chair at 7:15 p.m.**

Approval of Minutes: None

Public Input:

L. Bingaman introduced himself to new WRC members. He has been following the progress of the WRC and hopes to stay in touch with the WRC as often as his schedule allows.

Items for Discussion:

Regarding drafting of the RFQ, C. McCabe educated the WRC members regarding Massachusetts state statute Ch. 7 §39(k) which regulates public solicitation and hiring. RFQ may be used as an informal way to solicit interest and qualifications and to garner some free advice towards development of a formal RFP. Draft RFQ has been reviewed by Town Manager and Town Counsel. The WRC discussed appropriate process to finalize and potential firms to target. C. McCabe, E. Petrilak and B. Hunter will edit and finalize the RFQ.

M. Blanchard suggested that the WRC develop a list of questions to ask existing desalinization plant operators, including opinion of consulting and engineering firms used, in an effort to glean some empirical information regarding who the WRC might want to utilize in the future.

The WRC asked M. Blanchard to narrow his proposed list of national firms to twelve or so. E. Petrilak will develop a list of all New England regional firms.

**MOTION** by E. Petrilak, **second** by M. Brown, to authorize C. McCabe to create an RFQ document to send to selected list of consulting firms. **APPROVED** unanimously.

The Chair received correspondence from John Struzziery offering to conduct a workshop for the committee.

The Chair reported that 'water facts' are currently being shown on local cable television and will continue to change weekly.

The WRC reviewed possible sites for a desalinization plant. See pages 38, 49-50, 48, 27, 7 and 12 on the assessor's map. The WRC will seek a quick opinion regarding conservation issues of

building at the existing Sewer Water Treatment Plant. The WRC discussed researching an additional site at the Dust Bowl.

T. Burns presented a preliminary draft of a scope of work for an RFP for review and input by the WRC.

Old Business:

E. Petrilak reported the DTE will be sending the information requested this week. The Chair will distribute the Diemert Report to new committee members next week for review. The manager of the Littleton municipal water company will be attending the WRC's December 13<sup>th</sup> meeting.

New Business: None

Chairman's Topics: None

**Next meetings:** December 6, 2004 at 7:00 p.m. at Town Hall  
December 13, 2004 at 7:00 p.m. at Town Hall

**MOTION** by R. Mattila, second by T. Burns, to adjourn meeting. **APPROVED**, unanimously.

**8:30 p.m. meeting adjourned.**

Approved: 01-10-05