

**WATER RESOURCES COMMITTEE
TOWN HALL
Meeting Minutes ~ December 13, 2004**

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

Also in attendance: Pat Hughes, CDM; Adam Yanulis, CDM; Helen Gordon, Woodard & Curran; Ed O'Brien, Consultant; Howard Steinman, R.W. Beck.

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

Approval of Minutes: None.

Minutes for all prior meetings will be reviewed and approved at first January 2005 meeting.

Public Input:

Members of the public that were in attendance introduced themselves and their affiliations to the Committee.

Chairman's Topics:

RFQ due on Wednesday, December 15, 2004 at 4:00 p.m. The WRC held a brief discussion regarding late submissions concluding that late submissions need not be addressed because no one will be excluded from the formal RFP process for failure to respond to the RFQ. The tentative RFQ schedule is:

12/15/04	Responses to RFQ due
12/16/04 to 1/11/05	WRC will digest responses.

The tentative RFP schedule is:

1/3/05 to 1/18/05	WRC will develop scope of work for RFP
1/18/05	WRC will issue RFP
2/15/05	Responses to RFP due.

The WRC discusses appropriate ways to evaluate responses including but not limited to a criteria check list, divvying up and assigning responses to committee members, possible meeting on December 27, 2004.

At the urging of Town Manager, the WRC decided to invite Town Counsel to attend February meeting to discuss the impact of new RFP laws and to walk the WRC through the new procedures. B. Hunter will send a letter inviting Town Counsel to February 7, 2005 meeting or to suggest alternative dates.

New Business:

Town Manager explained that per bond law the WRC is limited to spending money appropriated at Town Meeting May '04 is limited to engineering type services. Town Manager will revisit issue with bond counsel. Town Manger confirmed that the money appropriated at Town Meeting May '04 is immediately available as needed. The WRC may not use bond money to pay retainers. Consultants and engineers understand that they may only bill municipalities for services rendered. The WRC received the water pipe list from Aquarion. Per E. Petrilak, the list reads typical for systems of this age, e.g. 1890 cast iron, 1920 galvanized, etc.

Guest Speaker: Savas C. Danos, General Manager, Littleton Electric Light and Water Department.

S. Danos presented an open discussion regarding municipal water company models and desalinization plant design, operation, and management issues.

New Business (continued):

T. Burns circulated draft text for a press release regarding the RFQ to be finalized and posted. J. Meschino will approach the High School about developing a logo and name plates.

Old Business: None

Items for Discussion: None

Next meetings: January 3, 2005 at 7:00 p.m. at Town Hall
January 10, 2005at 7:00 p.m. at Town Hall

MOTION by R. Mattila, second by M. Brown, to adjourn meeting. **APPROVED**, unanimously.

9:20 p.m. meeting adjourned.

Approved: 01-10-05