

April 14, 2009
Engineer Screening Committee - 7:03 P.M.
Moultonborough Town Offices

Present: Peter Jensen, Barbara Rando, Scott Kinmond, Ed Ambrose, Don LeMien
Absent: N/A

Carter Terenzini opened the meeting at 7:03 P.M. and began a review of various matters before the committee.

1.) RSA 91-A: He distributed a memo on the highlights of 91-A as to its applicability to this body, the requirement to post and for discussion to happen in these posted meetings, the fact that everything sent to them and from them was a public document, the best practices relative to the use of emails and telephone participation by a member, and non-public sessions. He also said he would produce the minutes for them and described them more as a reader digest versions than a transcript.

2) Advertisement & QBS: He had previously distributed the advertisement and some information on Qualification Based Selection. He explained that DOT would only reimburse our engineering costs when it could be shown we had hired the Designer through this process. The TA explained that once the term contract was in place you then get a proposal for each specific service and negotiate the bottom line for those. There was a question of how you “negotiate” with someone if you are in a contract. The TA explained these process for term contracts and there were additional questions about when do we get to see the fee schedules to know who we want to do business with. The TA explained that we only see the fee scheduled once the BoS has selected a firm to negotiate with. The concept is low fees do not necessary mean good work and this system is designed to try and have you make decision about the firms first on their qualifications.

There were questions whether or not we anticipated the Engineer being used by others (i.e. Building Inspector). Yes; we are hopeful the other departments (i.e. Planning Board for peer review and subdivision inspections) will use the Town Engineer provided they have the discipline on staff that is needed for the specific project.

3) Scoring Matrix: There was lengthy discussion on the development of a Scoring Matrix. Peter J. made initial notes and will develop a draft to circulate by 04/17. The group can then review it on 04/21 and consider whether or not any of the elements need to be weighted in some fashion.

It was initially thought that the first screening would be a desktop review using the matrix; the top 6+/- would be invited in for ½ hour presentations; a reference check would be done, and then those three elements would be blended into presenting three to the BoS. The TA offered to do the reference check if the group liked but it would be best if they did it to satisfy themselves in conversation with the references. Suggested the BoS might like suggestions for their interview and scoring process as well.

A question of timing was raised. Scott K. said that all work was on hold until this process was completed so there was some sense of urgency.

4.) Selection of Chair: Carter said he usually set the date and ran the first meeting just to get a group up and running but it was best if they had someone for him to work with and a person to act as the face of the group when making reports and the like. There being no ready volunteers the group decided they would proceed and simply select a spokesperson for their final report to the BoS.

Next: Meet on 04/21 to review scoring matrix and weighing
Set Interview dates and times for the six firms (unknown which 6 yet)

There being no further business the meeting was adjourned at 8:45 P.M.