

April 28, 2009
Engineer Screening Committee - 4:00 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 4:25 P.M.

Motion: Don moved to approve the Minutes of April 21, 2009 as written.
Ed Seconded.
Motion Carried – Unanimously.

The committee members submitted their various score sheets to Peter Jensen who entered the data into the predetermined scoring matrix. Collectively, the top five firms were:

H.E. Bergeron Engineers
The H.L. Turner Group, Inc.
KV Partners, LLC
Provan & Lorber, Inc.
Underwood Engineers, Inc.

There was a close sixth firm and there was discussion about whether or not to extend them an invitation to interview as well. The consensus was not and the top five would all be invited to present to the group on May 12th. The 30 minute time slots would be used by the Consultant to present (up to 15 minutes) on the Statement/Question... “You have seen our Request for Qualifications. You have seen our sample projects and typical fee range. You know we are a small municipality. Why are you the right fit to be our Town Engineer?” The group would then ask questions for up to 15 minutes.

The group would score each firm and hand the sheets over at the end of each interview to be entered into a tally matrix. At the end of all five presentations each member (having been assigned one firm each) would present on their findings on the reference check, the ranking from the matrix would then be announced, and a final scoring would be done based upon the written submission, the presentation/interview and the reference check. From that data the group would send a list of three to the BoS on 05/14.

Next Steps: 1.) Members will forward questions (one type slanted toward what you would ask a reference and one type slanted toward what you would ask the consultant) to Bonnie by 8:00 a.m. on Monday 05/04. She will assemble them for review and consideration at the meeting of 05/05 at 7 p.m.

2.) On 05/05 the group will settle upon a set of common reference questions and a set of common interview questions. Between that evening and the evening of 05/12 each member will conduct a reference check upon an assigned firm.

3.) The group will meet on 05/12 @ 6:30 p.m. for interviews and recommendations. (Including if they want to make any recommendations to the BoS on questions or a scoring matrix for the final step of the process.)

Motion: Don moved to adjourn at 5:40 P.M.
Barbara Seconded.
Motion Carried – Unanimously.