

May 5, 2009  
Engineer Screening Committee - 7:00 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 7:05 P.M.

Motion: Peter moved to approve the Minutes of April 28, 2009 as written.  
Barbara Seconded.  
Motion Carried – Unanimously.

The Town Administrator reported that one of the firms had asked to come in for a discussion with him of 30 ± minutes. He was willing to do it but not without the knowledge and thoughts of the group. While applauding the initiative of the firm the consensus was they would rather have all firms on the same footing (memo of 05/04/09) and not run the risk of leading a firm astray as to what we were looking at.

The group then began a review of the collective questions that had been submitted. For the actual interview they settled upon questions number 4, 11, 12, 14 & 21 (Peter will pull these together with some wordsmithing). The group then moved on to a review of the reference questions. They settled upon questions number 14 & 19 and added one on scheduling. Unable to agree further, Peter Jensen was asked with pulling together a list from among all those commented on to forward to the members within the next two days. Those would be used to conduct the reference check. The division was agreed as follows:

Scott	The H.L. Turner Group, Inc.
Don	KV Partners, LLC
Ed	H.E. Bergeron Engineers
Peter	Provan & Lorber, Inc.
Barbara	Underwood Engineers, Inc.

Discussion then moved to a scoring matrix. For the interviews there would be five elements, (a) team and firm, (b) understanding of our RFQ, (c) comparable projects, (d) do they share our values, and (e) quality of the overall presentation. Various trigger words that could form a checklist for several of the questions were discussed. It was agreed that all ten elements (5 from presentation and 5 from interview) would have equal weight.

The meeting of 05/12 was moved forward to 6 p.m. to allow the group to review the actual scoring sheet and final interview questions to make any final adjustments. The Town Administrator will prepare the skeleton of a final report so that it can be filled in Tuesday evening and then presented to the Board of Selectmen on 05/14.

Motion: Barbara moved to adjourn at 8:46 P.M.  
Ed Seconded.  
Motion Carried – Unanimously.