

**LAKE BOON COMMISSION MEETING
MINUTES FOR 11/07/01**

Start Time: 7:10 p.m.

Present: John Toole (JT) - Stow, Chair, Conray Wharff (Connie) - Hudson, Lee Heron, Patrol Committee Chairman

OPEN FORUM

No issues were brought to the commission at this meeting.

OLD BUSINESS

- Boat and buoys will be removed and winterized by upcoming Sunday and will be performed by Lee and J.T.
- Grant Proposal for Lake and Pond Project Grant was approved to go forward by J.T. and Connie. Cindy, who was unable to be present at meeting, indicated approval through a telephone conversation with J.T.
- Cindy Curley's dock issue and update was tabled due to her not being present at meeting. Patrol Committee's final report was presented by Lee Heron and was accepted by the Commission.
- Letter to donors of the new patrol boat was tabled.
- Letter to Stow Selectman accepting new boat will be formulated and sent by J.T.

NEW BUSINESS

Stow Town Administrator Bill Wrigley stated that with the new donated boat, the Commission was authorized to dispose of the old boat as the Commission sees fit and the Stow Town Administrator instructed J.T. to speak with new Police Chief in Stow to be given possible access to the Stow Police Boat for patrolling on the Lake when not scheduled by regular Police Officers. J.T. stated he would make the initial contact with the new Chief of Police in Stow to see if possible to work out the details.

ADJOURNMENT - 7:45 p.m.

DEC 27

DRAFT

LAKE BOON COMMISSION REQUEST FOR PROPOSAL

The Lake Boon Commission is seeking services from a qualified Lake Management Company (LMC) for a Nuisance Vegetation Management Project at Lake Boon, situated in Hudson and Stow. Chemical (herbicide) treatment is proposed for the 2002 late spring (May/June) season. The specific program objective is to use SONAR (fluridone) herbicide (along with Reward/Diquat herbicide, as necessary) to control the non-native plants, fanwort (*Cabomba*) and Eurasian watermilfoil (*M. spicatum*) throughout the lake. The LMC selected for this project, shall provide all materials, labor, and equipment for the chemical applications and perform separate pre and post-treatment inspections, herbicide residue testing, project reporting, pre-treatment notifications, posting of the pond shoreline and other associated work as normally is required for projects of this type. The work shall be performed in accordance with all federal, state and local rules and regulations governing aquatic herbicide applications. Attention is drawn to specific compliance of the LMC with the Orders of Conditions (permits) for this work that have been issued by the Towns of Stow and Hudson. The LMC should also include the cost of preparation and attendance at up to three meetings in Stow or Hudson during the course of the project. The LMC will also be responsible for filing and receiving an approved "License to Apply Chemicals" permit from MA DEP, Office of Watershed Management.

Minimum Qualifications

At least one person within the firm shall be licensed for Aquatic Pesticide Application by the Commonwealth of Massachusetts, and the company shall be fully insured. The company shall have a minimum of five years experience in Aquatic Plant Management.

All proposals submitted in accordance with the requirements of this request for proposals will be reviewed for completeness and responsiveness. Proposals from firms that do not meet the standards for qualification of LMC's, prescribed in minimum specifications, will be considered by the Commission to be non-responsive. The Commission, in its sole discretion, will decide if a LMC meets the standards.

All responsive proposals, which satisfy the minimum proposal submission requirements, will be evaluated by the Commission and will be ranked for each of the comparative criteria as listed below.

Proposals will be ranked on each comparative evaluation criterion, as follows:

Highly Advantageous
Advantageous
Not Advantageous
Unacceptable

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Any proposal receiving an unacceptable rating for any single criterion will be considered unacceptable in all respects. The bid proposal will be evaluated and awarded based on the following criteria:

1. Within project budget, utilizing SONAR herbicide to provide a minimum level of fanwort and watermilfoil control of >90% within 60 days of the initial Sonar treatment.
2. Experience and qualifications of key project personnel to perform chemical treatments; aquatic plant surveys/mapping and preparation of long-term nuisance vegetation management programs.
3. Experience with Sonar herbicide for fanwort and milfoil control.
4. Technical approach for the project; thoroughness of the proposal; and probable success of the treatment program as proposed.
5. Written statement of guarantee for project success.
6. Price and overall value

All required information requested in the RFP will be utilized in order to evaluate each LMC... The LMC selected for this project shall be notified within approximately 30 days from the submission due date of Proposals. Execution of a contract, however, is subject to the availability of funding which is not likely to be known until late March/early April. The Lake Boon Commission shall have no financial obligation to the LMC selected until a contract has been fully executed.

Required Information

Three copies of the proposal must be submitted and the following specific information is required in each company's qualifications and proposal package:

1. Name, address, and telephone number of the company and the principal contract person.
2. Name, address, telephone number, and qualifications of all the company's staff to be associated with this project, if applicable.
3. Type of organization (i.e. individual, corporation, partnership, joint venture, etc.). Include a list of the principals.
4. A representative list of Municipal clients in Massachusetts over the past three years. Please include the following information:
 - a. Location
 - b. Scope of involvement
 - c. References (name, title, and current telephone numbers)
5. Certifications that all of the staff to be associated with this project are properly licensed to undertake and successfully complete their task.
6. Insurance certificate showing insurance coverage for General Liability, Automobile and Workman's Compensation (Statutory). It is the LMC's responsibility to purchase

and maintain adequate insurance to protect the LMC and the Lake Boon Commission for all claims.

The following minimum insurance is required:

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|-------------------------------------|---|
| a. Workman's Compensation | Statutory |
| Employer's Liability | |
| BI Each Accident | \$100,000 |
| BI – Aggregate | \$500,000 |
| BI – Each Employee | \$100,000 |
| b. Comprehensive General Liability: | |
| Owner's Protective Liability: | |
| Comprehensive Public Liability: | |
| Bodily Injury: | Any one person/Aggregate
\$1,000,000 |
| Property Damage: | Per Occurrence/Aggregate
\$1,000,000 |

The Liability Policy shall be Broad Form and include coverage for Premises and Operations and Product Liability.

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| c. Comprehensive Automobile Liability: | |
| Bodily Injury: | Any One person/Aggregate
\$1,000,000 |
| Property Damage: | Per Occurrence/Aggregate
\$500,000 |

The Comprehensive Automobile Liability Insurance should be written to include owned, hired and non-owned vehicles and it shall provide Extra Territorial Coverage.

- d. The Lake Boon Commission should be named as an additional insured on the LMC's insurance certificate.. No insurance shall be subject to cancellation without at least thirty (30) days prior written notice forwarded by registered or certified mail to the Lake Boon commission.. All parties shall also be notified of the attachment of any restrictive amendments to the policies.

Proposals should be sent to and received by: _____ no later than _____
Three copies of the **Technical Proposal** must be submitted in a sealed

and clearly marked envelope. The Company must submit **Price Proposals** outlining their fee, in a separate, sealed envelope..

The Lake boon Commission reserves the right to accept or reject any or all Proposals in its best interest.