Waterville Estates Village District Water Master Plan
Advisory Committee Minutes
July 8, 2020
9:00 am

A meeting of the Waterville Estates Water Master Plan Advisory Committee was held at 562 Winterbrook Rd, Campton NH 03223 on July 8, 2020. The meeting was called to order by member John Herlihy at 9:04 am.

Members Present: Stan Bujalski, John Herlihy, Terry Bennett
Members Absent: Ned McElroy (member who resigned), Sean Tole
Public Present: Chairman Andy Griffiths, Corey Smith (joined at 9:30)

Item 1: Establish Questions for References of Top Three Engineering Firm Candidates.

Questions:

1. Who in your firm will be the lead person for the Project?
    a. How many people do you expect to be primarily involved in the project?
2. Will your firm require any subcontractors to perform specialty services, ie.
    Hydrological Studies
    Geotechnical Studies
    Surveying/ mapping water line locations and characteristics
    Testing Services
3. Can you provide Professional Liability Insurance? What is the dollar amount of your coverage? And do your subcontractors also have Professional Liability Coverage. Confirm that WEVD is to be named Certificate Holder on the Insurance Certificate.
4. What would be the first step to take if you were awarded the contract for this project?
5. What information/ resources would you require of WEVD to initiate and complete this project?
6. From what you know of the project, what do you believe to be the most important items needing immediate attention?
7. Do you see additional billed costs not covered in your project quote submittal that will or could increase the project cost.? What are these possible costs that will increase the cost of the project?

8. Confirm when the project is completed WEVD will own documents produced including CAD information, any drawings, engineering plans, surveys, or specifications.

Motion by Herlihy, second by Bennett, to use the above list of interview questions. Motion carried by all members present.

Item 2: Select Committee Member to pose and record questions from Interview Committee/ References.

Discussion consisted of asking Stan B. to be the person doing the interviews. Stan indicated he would but requested an additional person to act as a recorder. Terry B volunteered to record. Mr. Smith Offered Recreation Center as a location to conduct conference calls using the phone system that is available,

Motion by Herlihy, seconded by Bennett to allow Stan Bujalski to pose question and Terry Bennett to record answers. Motion carried by all members present.

Item 3: Inform all Vendors of the Selection Process Status.

John Herlihy volunteered to contact all vendor and update the on the process to date. He will also ask the three top contenders for phone interview dates prior to the end of July, 2020. Mr. Smith indicated that at least one firm was making inquiries into the status of the project.

The top three firms are DuBois and King, Horizon Engineering and Tata & Howard.

Item 4: Determine Timeline for Completion of the Process.

Phone Interviews and References targeted to be completed by the end of July, 2020. Schedule next Advisory Board meeting for the first week of August, 2020. At that meeting make a recommendation to the Commissioners for awarding the contract. Wrap up to be completed by the third week of August.

Item **5: Discuss Development of a Road Committee.**

Commissioner Herlihy would like to establish a similar committee to do a Roads Master Plan. Mr. Smith suggested that a past Commissioner, Loyd Willey be contacted to gain any information that he had. Chairman Griffiths indicated, Mr Willey during his tenure created an evaluation of local Campton, Thornton and Village Roads. This information would be helpful to a new committee. In addition, Mr. Willey would be a welcome addition to the committee if he desired to participate.

Motion by member Bujalski, seconded by member Herlihy to adjourn the meeting at 9:43 am. Motion carried by all members present.

Meeting was adjourned at 9:43 am.

Minutes Respectfully submitted as Draft Minutes by member Bennett.

Posted: On WEVD website.
Outdoor Posting Board
Constant Comment Site.
Approved at posted meeting of 7/22/2020