

2018 MAY -1 P 12:40

BY: LK

Schenck's Island / Merwin Meadows Study Committee  
Meeting Minutes 4/24/18

Attendees: Dan Berg (chair), Jade Hobson, Susan DiLoreto, John Priest, Peter Gaboriault, Ben Couch

Town staff in attendance: Sarah Gioffre, Mike Conklin

Meeting was called to order at 7:35pm

Mike Conklin provided an update on the status of the proposal:

- The RFQ is published on the town's web site
- 15 interested parties have responded
- Questions have been submitted to Mike, responses to questions have been sent to all parties and published to the web town's site
- Proposals are due in early May

The group discussed the evaluation process. Mike handed out a proposed SIMM RFQ Calendar with milestone dates. We agreed that all SIMM members will participate in review process, rather than form a subcommittee.

- It was noted that we have no current reps from P&Z and P&R. Sarah took this as an action item to discuss with the BoS.
- We discussed the rating sheet and changed some of the scores to better reflect the overall priorities of the group. (1-6: 10 pts, 7-8: 20 pts each)
  - o Item 7 will be reworded to reflect alignment with existing vision *and* POCD
  - o All scoring sheets will be public information
  - o We agreed that Mike and Sarah should score the submissions as well
- Copies of the final submissions (likely a subset of the 15 firms who expressed initial interest) will be distributed to the committee members once they are received in early May. The reading / scoring / evaluation process will continue through May and rolled up scores will be discussed at the committee's next meeting at the end of May.

Committee leadership and composition: Dan will not be continuing as an EDC member when his term expires in June. Given that the SIMM schedule for evaluating RFQs runs through June, this will not create an immediate conflict, but from July onward, the committee will need a representative from the EDC, similar to where we are now with P&Z and P&R. A decision was made not to select a new chair at this meeting. It can be deferred to the May or June meeting.

The committee's next meeting will be 5/29 at 7:30 pm

Peter motioned to adjourn. John seconded. By unanimous vote, the meeting was adjourned at 8:28pm.