

CLASS V ROADS STUDY COMMITTEE
TOWN OFFICE CONFERENCE ROOM
MINUTES

SEPTEMBER 12 AND 13, 2017

Approved

9-12-17 08:30 AM

Present: Dan Brand, Frank Bowles, Kevin Sahr, Bill Malcolm, Karen Henry, Sue MacKenzie

*This meeting involved an in-depth discussion of the process of evaluating and methods of evaluating the various proposals.

*We discussed the QBS (Quality Based Selection) process for selecting firms to work with. Currently preferred by NHDOT.

*Kevin has developed a tool for each member to rate each response based on how well the firms responded to the requests.

*Karen developed the criteria to use in the evaluation.

*We decided on the first priority, the most urgent (Baker Hill #1) to work through this process and see how well it works.

*We developed the criteria for the evaluation and copies of each proposal were provided for the committee members to study and rate. We will meet 9-13-17 at 9 AM to finalize the recommendation.

*We will also have a Roads Public Meeting to present the damage and ongoing process for recovering from the July 1 storm. November 7, at 7PM.

9-13-17 9AM

Present: Frank Bowles, Kevin Sahr, Bill Malcolm, Sue MacKenzie

Further discussion of process and evaluation of results. The committee selected the top three firms based on a numerical calculation. We still do not have the confidence we need to decide on who is best to tackle this project. We will develop another Request for further information to send to the Select Board for approval and then send to the 3 firms and ask for a response by 9-26-17 for a recommendation to the Select Board for the 9-28-17 meeting. The Baker Hill Project needs to be completed this fall before winter.

Respectfully submitted
/s/ Susan MacKenzie