

DRAFT MINUTES

Members Present : P. Aho, C. Cotton, V. Ward, L. Painter, Director of Planning and Development; J. Kaufman, Senior Planner/Inland Wetlands Agent; D. Dilaj, Assistant Town Engineer

CALL TO ORDER AND ROLL CALL

Aho called the meeting to order at 4:07 p.m. IWA Selection Committee members present were Aho, Cotton, Ward, Kaufman and Dilaj. PZC Selection Committee members present were Aho, Cotton, Ward, and Painter.

MINUTES

Ward MOVED, Cotton seconded, approval of the 5/2/2022 and 5/17/2022 minutes of the IWA/PZC Consultant Selection Committees.

Motion PASSED unanimously.

CONSULTANT INTERVIEWS

Dilaj arrived at approximately 4:13 p.m.

The PZC Consultant Selection Committee interviewed Barton and Loguidice.

Dilaj recused himself midway through the interview due to a potential conflict of interest identified during the interview after realizing one of the Barton & Loguidice representatives is also the Chair of the Hampton Planning and Zoning Commission. As Dilaj owns property in Hampton, he opted to recuse himself from review of this consultant. Dilaj was removed to the virtual waiting room.

DISCUSSION & RECOMMENDATIONS

Dilaj rejoined the meeting at 4:48 p.m. after the conclusion of the interview.

IWA Consultant Selection Committee

Kaufman and Dilaj expressed concern that a deeper bench of consultants is needed given the potential for conflict with the two teams that submitted in response to the RFQ. While both teams are qualified, staff is aware of an upcoming project on which both teams would have conflicts of interest. By consensus, the Committee opted to reissue the RFQ and invite both CHA and SWCA to resubmit their previous proposals in the hopes of getting additional consultants for the on-call list.

PZC Consultant Selection Committee

Members discussed the qualifications of the teams that submitted in response to the PZC RFQ. Painter and Dilaj noted that as WMC Consulting Engineers and Westcott and Mapes did not submit resumes/information for services other than civil engineering, use of those firms would be limited to Civil Engineering unless the PZC opted to allow them to submit proposed subcontractor information as part of the RFP process.

By consensus, members agreed that all respondents to the PZC RFQ should be recommended for inclusion on the on-call list subject to reference checks conducted by staff and the condition that

Westcott and Mapes and WMC Consulting Engineers only be used for applications limited to need for civil engineering services unless otherwise requested by the PZC at the time of application.

FUTURE MEETINGS

None scheduled.

ADJOURNMENT

Aho adjourned the meeting at 5:09 p.m.

Respectfully Submitted:



Linda M. Painter, AICP
Director of Planning & Development