

WLSD Planning Committee Meeting
Monday, January 17, 2011 @ 10:00 a.m.
Minutes

Yet to be Approved

Attending: Ray Turri, Chip Roraback, Jim Mersfelder, Bob Goldfeld, Ken Green, and Paul Dombrowski of Woodard & Curran

1. Approval of Minutes

The Committee approved the amended minutes of the Planning Committee meeting of December 6.

2. Feedback from the December 18 Community Meeting and new WLSD website.

The committee briefly reviewed the feedback from the community meeting which was favorable. The new website has had more than 400 distinct visitors to the site since it went public after the community meeting and feedback has been very positive. It was noted that the DEP has been a visitor to the site.

3. Meeting with the DEP on January 20th

The Committee discussed the upcoming January 20th meeting of Paul Dombrowski and Cary Parsons of Woodard & Curran and Ray Turri with Ann Straut-Esden and Joe Wetteman of the DEP. Paul has requested the questions/issues that the DEP wishes to discuss in advance but we have not received them to date. We are not anticipating any major new issues to arise but likely a more detailed discussion on the hydrology of the filter beds

4. Discussion of the Scope of Work Timetable and Cash Flow Projections

Paul distributed a three page document (attached) that included a summary of the cash flow projections of the scope of work, a more detailed cash flow by month and by task, and a proposed project schedule by month and by task. The committee discussed these documents in detail, including work to be done by Minority Business Enterprise firms, and agreed that the proposed timetable and expenditures were in line with what has been discussed and agreed to date. The committee agreed that a master list of discharge limitations will need to be prepared and agreed (possibly including by taxpayer vote at the annual meeting) before the Inflow & infiltration home inspections phase of work commences. The timing of the project starts with the DEP and Clean Water Fund approvals which are anticipated to be around February 1st.

W&C will prepare monthly progress reports on the project. The reports will be distributed several business days before scheduled Planning Committee meetings to insure the Committee has time to prepare for its meetings.

The project will be billed by W&C on a monthly basis. The invoice will be prepared with description and amount by task and accompanied by a letter from Paul outlining the work accomplished. The invoice will be agreed by WLSD and forwarded to the DEP for its review and approval. The DEP will then disburse their 55% of the bill to WLSD. Upon receipt, WLSD will forward funds to W&C. This process is likely to take approximately one month so that W&C will be paid approximately 30 days after initial billing.

The Committee will review the W&C legal terms and conditions and contract to insure it is satisfactory for Ray to sign upon DEP approval. In addition, the Committee agreed that it would have Roraback & Roraback review these documents as outside counsel (total legal fees to be less than \$1,000). All comments by Committee members should be forwarded to Chip.

5. Update on Search for Legal Counsel

The Legal Search Committee (Chip, Bob and Ray) has a number of firms and individuals as possibilities. The plan is to prepare a draft letter to send to potential candidates to be reviewed by the Committee. The letter would be sent to all candidates and from the responses the Legal Search Committee would compile a list of the best candidates with whom to conduct interviews. Target timing remains to have counsel retained by late first quarter 2011.

6. Next Meeting

The next meeting of the Planning Committee is scheduled for March 7, 2011 at 3:00 p.m.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Ken Green, Chairman
January 17, 2011