

**WLSD Planning Committee Meeting**  
**Monday, March 7, 2011 @ 3:00 p.m.**  
**Minutes**

**Yet to be Approved**

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

**1. Approval of Minutes**

The Committee approved the minutes of the Planning Committee meeting of January 17.

**2. DEP/W&C Scope of Work Contract**

The Committee discussed this agreement in some detail. The DEP approved eligible costs of \$554,467, or \$8,532 less than the contract amount of \$563,000. This was explained as due to the use of more senior specialists on the W&C team. The consequence of this decision is that, should the contract run to its full amount, WLSD would be obligated to \$4,693 more than we had originally agreed. After discussion, the Committee agreed to go forward with the contract at \$563,000 and work to bring the contract under budget. The Committee reviewed and approved revisions to the contract Terms & Conditions proposed by Roraback & Roraback. Minority contractors were discussed and noted that they will be the responsibility of W&C. With agreed wording for the certificate of insurance, the Committee approved moving forward and signing the agreement. This should be finalized in the next week with a letter from the DEP confirming all of this in the following week.

**3. Update on W&C's proposed schedule of work.**

The Committee briefly reviewed the previous schedule prepared by W&C which had work commencing February 1. The start of work will be pushed back to March 15.

**4. Legal & Legislative To Do List**

The Committee reviewed a note prepared by Paul that outlined a number of the issues where WLSD may need assistance. This was discussed and agreed that the note should be expanded to a longer document (4-5 pages) that outlines the history of the district to where we are today with the final pages outlining the issues and challenges facing the district where we may need assistance. Paul agreed to prepare a draft of such a document. This "White Paper" should be completed in final form in March.

**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 send the document outlined in Section 4 above with a cover letter to potential candidates. Based on the responses, the Legal Search Committee would interview the best candidates. Target timing is to have counsel retained in April.

**6. Next Meeting**

The next meeting of the Committee is tentatively scheduled for March 28, 2011 at 3:00 p.m. There being no further business, the meeting was adjourned.

Respectfully submitted,  
Ken Green, Chairman  
March 8, 2011