

SLR Minutes 10/26

Members in attendance:

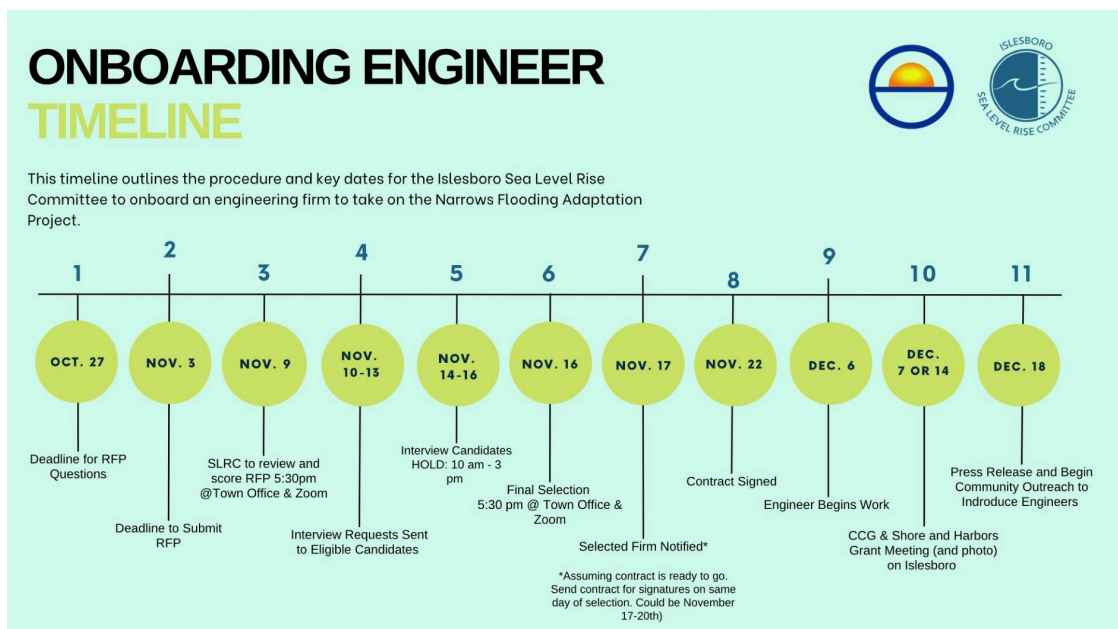
Shey Conover, Nancy Alexander, Sue Stafford, Donna Leone, Peter Wilcox (Zoom), Liv Lenfestey

Community Members in attendance:

Peter Rothchild, Virginia Reidy

Meeting Notes:

- Past minutes approved
- Timeline shared and discussed



Shri gave an update on the engineers:

- 5 engineers have responded: 2 are not submitting, 1 definitely is, 1 is interested but needs more information.
- Reviewed the Onboarding Engineer Timeline:
 - Select board meeting that aligns with this timeline: Nov 21st or 22nd
 - Question: do we have a contract?
 - Shey will meet with Janet to discuss engineering contracts and see what the town has used in the past.
 - Shey, Shri, and Liv will work to have a draft contract ready for November 9th Committee Meeting
- The Committee Reviewed the draft rubric and discussed how to navigate the google sheet in which each member will be responsible for scoring each firm

- Peter Rothchild recommended that the links to the firm websites be sent out to committee meeting before reviewing, in addition to application materials, so that committee members can have context to each candidate
 - Peter also recommended that each firm be reviewed for how they have worked with and complied with federal and state agencies / regulations who are responsible for monitoring coast lines... This does not apply for our RFP because we are not asking firms to sign on through the permitting phase.
- Sue recommended that we ask questions about the engineering “team” and she would like to see the resumes of those who will be working on this project
- The committee discussed that they will need to decide on interview questions
 - This needs to be added to the timeline. The committee decided that on the 11/9 meeting we will have proposed interview questions.
 - They recommended that people add their questions that they would like to add in the “Comments/Questions” section of the rubric
 - **Committee members should have their digital rubric complete and comments submitted via Google Sheets by EOD 11/8**
 - The submitted RFP will be shared with the committee **before Monday 11/6.**
- Nancy recommended Reed and Reed engineering firm be considered. Shri will send the RFP to them.
 - Nancy stated her enthusiasm for bridges once more, specifically AIT carbon fiber bridges
 - There seems to be a balance between how much information we give the engineers for what we want and how much space we leave for creative license
 - We will need a summary of community conversations to offer the engineers so that they might have some understanding of what people on Islesboro would like to see, or what they would consider voting on.
- When we meet on the 9th, we will review the final average scores and comb through everyone's individual and collective feedback
 - The committee reviewed how to access and comment on the rubric. We will be using a google spreadsheet and nothing needs to be downloaded.
 - The rubric is on the SLR drive > Shri working folder > Engineering > RFP > RFP scoring rubric
 - NO decimals, full numbers only in scoring
- How will community engagement be assessed versus engaging with the committee and project team?
 - This can be asked and assessed in engineering questions
- Communications update:
 - Grant reports were submitted to Coastal Communities and Community Action grants
 - Library 9/30, 25 people

- Pizza 10/2, 2 people
- New script 11/2, with update on RFP
- Planning a homeowner's resource event for the Summer to answer some questions.
- Liv will work on getting some resources to community members on how to manage private property and populating the website more
- Liv will work on sending a Constant Contact out that announces our new website content
- Liv will start a summary of questions and community concerns to be shared, so that we can easily pull out the themes of the discussions.
- Budget update: Engineers who go over the \$50,000 budget will still be considered.
- Next meeting will be 11/9 at the Town Office @5:30
- During interviews, we will prioritize sticking to the timeline over how many committee members are able to attend.
- **The timeline was adjusted to include interviews on the 17th, committee will meet to decide at 4pm on the 17th**

Motion to adjourn approved