

Brownfield Steering Committee
August 8, 2011

Members Present:

Doug Cameron
Richard Magwood
Ron Couture
Bruce Clarke
Herb Chaffee
Donna Neylon

Members on vacation and not present:

Michael Dean
David Diotalevi

At 3:25, just prior to the meeting opening, Michael Seery, Town Clerk, attended and each member took the oath of office and signed their appointment slips.

The Chief Procurement Officer, Donna Neylon, declared the bidding closed at 3:32 pm and proceeded to open the non-price proposal envelopes from the following

Lightship Engineering, LLC
39 Industrial Park Road, Unit C
Plymouth, MA 02360
Tel: 508-830-3344
Fax: 508-830-3360

Fuss & O'Neill
50 Redfield Street, Ste 100
Boston, MA 02122
Tel: 617-282-4675
Tel: 800-286-2469
Fax: 401-282-8253

AECOMM
701 Edgewater Drive
Wakefield, MA 01880
Tel: 781-246-5200
Fax: 781-245-6293

ESS Group, Inc.
888 Worcester Street, Ste 240
Wellesley, MASZ 02482
Tel: 781-431-0500
Fax: 781-431-7434

Bruce Clarke volunteered to act as the Chairman and his offer was accepted by all.

Bruce entertained a motion to accept the bid and the omission of the disk by ESS Group, Inc. as a minor discrepancy so long as the information was received within three business days; Doug so moved; Ron seconded; so voted.

The Committee discussed the interview process and schedule. It was agreed to hold the interviews on the afternoon of August 11th; interviews would be for 20 minutes with 10 minutes between and the interviews would be in the same order as the bids were received and opened (see the order above). The members will review the proposals before the interviews. Richard moved that the candidate with the LEAST amount of points will be considered the best; Herb seconded; so voted. The committee expects to have their recommendation ready for the August 16th meeting of the Board of Selectmen.

Donna will post the next meeting of the committee as Thursday, August 11th and will set up the interviews.

At 4:42 pm, Donna moved to adjourn the meeting; Herb seconded; so voted.

Respectfully submitted,

Donna L. Neylon

Approved: December 15, 2011