



Windham Depot Advisory Committee

December 28, 2007

Minutes

***Friday December 21, 2007; 3:30 pm, Bartley Administration Building
Rescheduled to – Friday, December 28, 2007***

Meeting called to order at 3:30

Attendance: Dick Forde, John Mangan, Wayne Morris, Carolyn Webber, Dave Sullivan, Mark Samsel
Guests: Neil Fugal, Windham; Ram Madalli, NH DOT, Dean Eastman, NH DOT

Minutes: No minutes to accept

Old Business:

- T/E questions/update – Guests Ram Maddali, Dean Eastman, NH DOT
Topics covered:
 - Ram is our DOT Grant Liaison, and will assist the DAC during this project.
 - “Start Date” for the T/E Grant purposes – November 15, 2007. This means certain expenses may be forwarded to DOT for reimbursement based on funding availability schedule
 - We need to start the state recommended “Vendor Qualification-based” selection process to select the Project Engineer/Manager
 - In creating the Request for Qualification document, we would need to define the scope of the project, and in addition to vendor qualifications, request for a quote for the phases from Design to Construction.
 - We can have an Engineer/Project Manager outside of this process, resulting in a cost savings, however cannot obtain reimbursement from the grant.
 - We discussed the recommended phases and possibilities of developing the required information if we handled engineering through our own means.
 - In either scenario, Ram indicated he could do the “environment required paperwork” that is required. We can have an Engineer
 - For Construction Phase we can bid the entire job, or bid by work. Donated work can occur. Dave’s concern is by that method, we may not get many responses.
 - The method the town would follow for construction bids would follow a “lowest bid”, qualified quote.
 - The town would advertise the bid



- Review responses
 - The Engineer/PM would select by “qualified low bid.” That is a bid may come in as lowest, however the submitter may not be qualified or have the qualifications to do the work.
 - We will discuss an offer that Karl Dubey, a Windham resident from MHF Design Consultants to provide or assist in the Engineering/Project Management role. Dave indicated we could use Karl’s services, however not if his firm were to bid on any piece of the project. Dave will discuss with Karl prior to scheduling the next meeting.
 - Ram will send an RFQ to Dave to look at that Somersworth recently sent out.
 - Mark wanted to review the current possible time line for the project. It looks to complete earlier than first expected. At this time it looks like:
 - 2008 – Select Engineer, complete engineering.
 - 2009 – January/February, bid out construction
 - 2009 – Construction complete October/November
- Work in process/complete
- Mark indicated the Town Report is ready, will copy the Committee
 - Current expense summary – Wayne reminded that we own Neil \$28 for cans to collect the removed stove kerosene, Neil offered as a donation.
- Review work list – open items/estimates received
- Donation Plaques (open)
- Caboose Funding Status
- Raffle update
 - Proceeds – John indicated we made \$541.75
 - Winner/notification – Winner notified by Carolyn. However she mentioned finding tickets from 2 individuals that did not get into the drawing but were purchased. Both were notified by her and are ok.
 - Letter to Treasured Toys - Open

New Business:

- Mark indicated that there is a Derry Town Council meeting Tuesday January 29 at the Municipal Center for presentation of a Derry Rail Trail Conceptual Plan. Mark and Wayne have been assisting the Derry Rail Trail in their organization efforts.

Next Meeting:

- Dave will contact Karl Dubey (MHF Design Consultants, Inc) to discuss interest in offering Project Management services for the Depot Restoration Project. We will try to meet by 2nd week of January.