

Town of Hebron
HES DRINKING WATER REMEDIATION BUILDING COMMITTEE
November 19, 2018
Special Meeting
Hebron Elementary School Library/Media Center
6:30 p.m.
Minutes

Members Present: R. Steiner, W. Warwick, D. Foster, M. Leichter
Members Absent: None.
Staff Present: T. Van Tassel-Superintendent of Schools, W. Durocher- BOE Custodial Foreman
Board of Selectman Liaison: John Collins
Board of Education Liaison: Kevin Williams-BOE member
Citizens Present: None

1. Call to Order
Mal Leichter, Chairman of the Hebron Town Building, called the meeting to order at 6:31 p.m.
2. The Pledge of Allegiance was recited.
3. Public Comment
This section of the agenda is reserved for persons in attendance who wish to briefly address the HES Drinking Water Remediation Building Committee. The committee requests that comments be limited to three minutes or less. Persons wishing to address the Committee regarding agenda items should request clarification from the Chair as to whether or not they should speak during the public comment portion of the meeting or at the time the agenda item is considered.
No public comments at this time.
4. Discussion with Nathan Jacobson and Associates Regarding Preparation of Bid Specifications for Engineering Services.
 - a. Discussion will be held as to the cost and project requirements for the lead abatement project at Hebron Elementary School.
The committee discussed the water remediation project and the steps it needs to take in order for reimbursement to become available from the State. They also asked Tom Fenton, Principal Engineer from the consulting firm of Nathan L. Jacobson and Associates to prepare an RFP to begin the bidding process for an engineering firm. Richard Steiner had prepared a listing of requirements which include:
 - a. Schematic Design and Budget
 - b. Design Development and Budget
 - c. Participate in OSGC PREP Meeting
 - d. Construction Documents and Budget and Uniformat Estimates II
 - e. Participate in OSGC PCT MeetingThe committee felt as a whole that the criteria for the RFP should be very articulate in order to protect the process of finding the lowest qualified bidder. It was also requested that a blank contract be part of the RFP. Mr. Van Tassel will contact the Dept. of Administrative Services to see if a contract template is

available. John Collins requested a rationale for safe drinking water quality guarantee be included in the RFP. With the treatments already done to the water system in the past two years it is imperative that the water be drinkable when the project is complete. It is also important to have a timeline included. Mr. Fenton will meet with Wayne Durocher, Hebron Public Schools Foreman next week to get details for the project in order to prepare the RFP. All steps of the project will be presented to the Board of Selectmen for town approval.

5. Review of Administrative Items

a. Review and/or update contact information as required

Mal Leichter asked if everyone has received the contact information. John Collins and Kevin Williams asked that their email address be changed.

Mr. Leichter will send out an updated contact list.

b. Review and approve meeting schedule.

The meeting scheduled was reviewed.

Motion by Richard Steiner to approve the meeting schedule as amended.

Seconded by David Foster. Vote: All in favor. Motion carried.

6. Superintendent Van Tassel's Update

Mr. Van Tassel stated that the Hebron Public Schools website has a HES Water Remediation Committee webpage in which all documents are available. Mr. Van Tassel also would like to send information to the town library and the senior center.

7. Other Pertinent Discussion

The next meeting will be held December 3rd at 6:30 p.m. at the Hebron Elementary School.

8. Adjournment

Motion by Wayne Warwick to adjourn at 7:56 p.m. Seconded by David Foster.

Vote: All in favor. Motion carried.

Respectfully submitted,

Karen Conderino