

Town Council Workshop
April 16, 2024

President Schmidt called the workshop to order at 4:00 pm. Council members Jeremy Newnam, Michael Sullivan, Rose Potter and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband and Town Attorney Lyndsey Ryan.

Attorney Ryan handed out a breakdown of the 6 bids that the Town received in response to their RFP for the water lead line inventory project as required by the EPA. The Council discussed the 6 bids and decided to select 3 firms to interview. The Council selected Davis Bowen & Friedel, GMB and Kleinfelder.

Vice-President Chase stated that he had talked to Mid-Shore Regional Council and they were happy to help with the GIS mapping, free of charge, and requested that Administrator Braband reach out to Scott Warner to discuss.

The Council discussed questions that they wanted to ask at the interview and decided on the following questions –

1. GMB question only – What is the 120 program that they are proposing to use and what benefit does it have over GIS?
2. How much of a price reduction would be given with Salisbury University handling the GIS mapping and not their firm?
3. How would utilizing town staff for field investigations affect their firm's price quote and did they quote include after-hours investigation for those residents who are not home during the day.
4. How does their firm collect and verify the GIS data and what guarantee is given?
5. How much does GIS cost if the Town were to continue using that service?
6. How did their firm determine the percentage of field investigations that needed to be done? Is it possible to use town records to increase or decrease that number?
7. How does their firm handle property damage should any occur?
8. Please provide an overview of how their firm would conduct field investigations.
9. Once this inventory is complete, would this project be ready to apply for grant funding? Is your firm able to assist with grant funding applications and is that price included in your proposal?
10. Is your firm willing to negotiate a contract with a do not exceed financial cap?

After additional discussion, Commissioner Newnam made a motion to find DBF, GMB and Klenfelder the 3 most qualified proposals and to schedule interviews with these 3 firms but to also reserve the right to change if these 3 are not sufficient. Commissioner Potter seconded the motion and it was unanimously approved.

The Council requested that Attorney Ryan schedule the interviews on May 1st starting at 3:00 pm and allow 45 minutes per interview. The Council requested that Administrator Braband compile the interview question list and send it to the Council for review and approval.

With no further business to discuss, the workshop was adjourned at 5:10 pm.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk