

Section 5 Study Oversight Team

Meeting Summary

Place: Maclure Library, Pittsford, VT

Date: 13 February, 2006

Time: 6:00 – 9:20 p.m.

Meeting Attendees (in alphabetical order):

Name	Affiliation
Ernie Brod	RCO
Tony Colak	Omya
Michael Fannin	VCE
Evan Forward	UVM ¹
Julie Hackbarth	ANR
Jim Hamilton	CLFV
Matt Levin	VCE
Don Nickless	Pittsford
Bev Peterson	RCO
Dano Weisbord	CLFV

I. Welcome and Introductions

- Dano Weisbord welcomed the group and the participants re-introduced themselves and their affiliation.

II. Approval of meeting summary for 30 January Meeting

- Dano distributed copies of the draft meeting summary from January 30th to the group and opened the floor for comments or corrections.
- The group approved the 30 January summary to be posted. The meeting summary will be posted on the website www.OmyaInVermont.net.

III. Consultant Selection Process

¹ Mr. Forward is an undergraduate student from UVM who showed up during the latter half of the meeting. The future attendance of members of the public not affiliated with the Oversight Team is an item that will be discussed at the next meeting.

- Jim distributed a draft outline of the proposed steps that the Oversight Team would take in the process to select a consultant to undertake the Section 5 work. This document is attached.
- There was a discussion about this process and it was viewed as generally acceptable by the Oversight Team. One issue that arose was the role of ANR in the review of the Scope of Work. This step (Step 2A) was inserted into the process given that the Section 5 Legislation calls for an approval role for ANR of the final product. As such, it was felt that it was prudent to offer senior ANR officials a formal opportunity to approve the Scope of Work. Julie Hackbarth will discuss this matter internally within ANR and offer feedback on this topic.
- Another topic of discussion was the role of existing consultants during the solicitation process. It was decided that existing consultants would be made available during the site visit to answer general questions but not defend existing data.

IV. Phase I Scope of Work

- The team continued the discussion about the Scope of Work to be performed under the study. The Phase I Scope of Work was the focus of the rest of the meeting as the group decided to focus on the draft Request for Proposal at the next meeting.
- This review was performed on a line-by-line basis. Based upon the discussions at the meeting, a revised Scope will be prepared based upon Oversight Team discussions.
- General items that were discussed included:
 - Section 1.2
 - Add references to the technical library and the website
 - Include discussion of background data and internal process information
 - Section 1.4
 - Change “data” to “information”
 - Remove the diagram
 - Section 1.5
 - Add clarifying sentence before the table

V. Next Steps

- CLFV will be sending out a redraft of the scope and a draft RFP to the team in advance of the next meeting.
- The next meeting is scheduled for Monday February 27th at 6pm in the Maclure Library.