

Section 5 Study Oversight Team Meeting Summary

Place: Maclure Library, Pittsford, VT

Date: 10 April 2006

Time: 6:10 - 8:10 p.m.

Meeting Attendees (in alphabetical order):

Name	Affiliation
Sen. Claire Ayer	VT Legislature
Tony Colak	Omya
Erin Cooke	CLFV
Julie Hackbarth	ANR
Matt Levin	VCE
Don Nickless	Pittsford
Bev Peterson	RCO
Mike Laurent	Omya
Lynn Silloway	Florence
Annette Smith	VCE
Jasmine Tanguay	CLFV
Dano Weisbord	CLFV

I. Welcome

- Dano Weisbord of CLF Ventures welcomed the group at 6:10 pm. Dano gave an overview of the meeting introducing the proposed process for consultant evaluation and how the selection process would unfold, things which would require discussion at the evening's meeting.
- Tony Colak introduced Mike Laurent, who was in attendance, as Omya's Environmental Manager and the individual who would be responsible for providing the selected consultant with the information or materials that the consultant requested.

II. Approval of meeting summary for 27 February Meeting

- Matt Levin explained that he had sent revisions to Ventures related to the language of the minutes and wished to retain and represent the collegial nature of the discussion.
- Julie Hackbarth requested that on page 2, section 3, bullet 3 that the text should be changed to reflect that fact that she will report back on ANR's position after the RFP letter's distribution to the Oversight Team and Commissioner Wennberg.

- The group established that the message of the meeting minutes should reflect the comments and changes suggested by Matt and Julie. CLF Ventures will integrate these changes and resend the document to the team for review and approval.

III. Update on activities since last meeting

- Jasmine Tanguay provided the group with an overview of activities that occurred since the last Oversight Team meeting.
 - CLF Ventures mailed the RFP and one full hard copy of the compiled Interim Certification documents on Monday, April 3rd, to each of the selected consultants.
 - The confidentiality language, to be signed by the selected consultant team, was in the process of being finalized by Matt Champman and Van Schweibert. This agreement would be shared with the group upon final review by the Omya and ANR lawyers.
- A discussion commenced regarding Oversight Team's review of the confidentiality agreement prior to delivering this document to the selected consultant. Matt Levin explained that Oversight Team members would want to review the agreement in addition to the Omya and ANR lawyers. He also mentioned that each step of this process should welcome group input.
- Dano said that the confidentiality agreement was important so that the Oversight Team and CLFV could enter into the contract with a consultant.
- Tony Colak said that he would pursue getting the confidentiality agreement to the Oversight Team and then to the consultant as soon as possible. The Oversight Team will be sent the language and will then have an opportunity to discuss it, ask questions, and possibly endorse it at the next Oversight Team meeting.
- Jasmine Tanguay clarified an earlier question stating that the confidentiality agreement related to proprietary information not to the scientific information collected and reviewed throughout the study.
- Mike Laurent notified the group that the confidentiality agreement was modeled after an existing confidentiality agreement provided by Matt Chapman. He also added that this document solely seeks to prevent the sharing of information only if the process is proprietary and if released could give an advantage to other/outside competitors.
- These discussions lead to a separate conversation about allowable contact and communication between the Oversight Team and the selected consultant. Bev Peterson asked if the Oversight Team would be able to give background information at the 4.14 consultant site visit. Matt Levin believed that feedback from Oversight Team members would be more appropriate through the interview process than at the site walk-through.

IV. Group check-in

- Dano invited the team to take a few minutes to raise outstanding questions about the review process thus far and express comments upon reaching the milestone of mailing the RFP.
- Senator Claire Ayer said that it could be considered a great accomplishment for individuals with disparate views to come together and move the process along.

V. Timeline and Logistics – Site Visit

- Dano referred to a draft calendar drawn by Ventures which illustrated the important dates for the RFP, consultants review, consultant selection and Oversight Team meetings.
- The team was asked to discuss and select dates for interim meetings between (1) the site visit and the consultant interviews and (2) the consultant interviews and consultant selection.
 - Senator Ayer asked if there would be a large role for the Oversight Team after the selection of the consultants.
 - Julie read the RFP which stated that the consultants would be required to submit interim reports at the 30, 45, and 90 day milestones each with a subsequent meeting to be organized. She also believed that this was a tight timeframe between the interview processes to consultant selection.
 - Matt provided his opinion related to the consultant review process stating that in his experience it would be important for a mix of technical and non-technical group members to review the consultants and proposals in a non-technical context to screen the consultants to see if they warrant the interview.
 - Julie asked what CLFV's role was in the interpretation of the proposals. Dano stated that CLFV would certainly review the documents paying particular attention for the completion and satisfaction of requirements as lined out in the RFP. CLFV would perform the completeness check and coordinate on the technical end between Omya, ANR, CLFV's various technical expertise.
 - Senator Ayer recommended that Nancy Hayden participate in the technical review and that the Oversight Team meeting between the site visit and interview process be scheduled by coordination with Nancy's schedule.
 - Annette questioned if the consultants would all be there (at the site visit) at the same time. Jasmine answered that they would and that no responses to the consultants' questions would be provided in the plant (due to noise) so as to ensure that everyone (each consultant) receives the same amount of information.
 - Dano mentioned that there should be a way for the Oversight Team members to ask clarifying questions but that these questions may not be able to be responded to in real time. As in a similar fashion to the consultants, Omya and CLFV will collect the questions and provide responses by Thursday, April 20th.
 - Dano inquired if the team would accept the proposed process that would allow the consultants the priority to ask questions but that Oversight Team members in attendance may provide comments in writing.
 - Annette questioned if the Oversight Team and each consultant group have different colored name times so as to be identifiable. Dano said that CLFV would provide name tags at the site visit.

V. Criteria for Consultant Evaluation

- Dano introduced some of the selection criteria (written on a chart on an easel for the group to review) that was included in the RFP and from other Venture's sources and mentioned that this list was merely for conversation purposes and ideas to keep in mind springing from Venture's past experience.
- The group also talked about the differences between (a) criteria to narrow down the consultant pool that the Oversight Team would ask to interview and (b) criteria to select the consultant group.

- Dano also mentioned that the group has two options for promoting the consultants to the interviewing process: (a) promote all 4 consultants and (b) whittle down the number of consultants.
- Matt asked if Ventures could draft some interview questions for the consultant interviewing process to have the Oversight Team react to for issues and suggestions, and to energize the team. Dano said that Ventures would provide suggestions for the overall flow of the interview including an exercise to time out the sections of the interview to determine how much interview may take. He also said that Ventures would do as Matt asked and suggest a list of questions.
- Dano mentioned that typically the consultant would give a presentation as part of the interview so that the Oversight Team could gauge the consultant's communication skills.
- Tony posed a question related to termination of the consultant if given that they perform unsatisfactory work. He asked if there would be a process for selecting an alternate and mentioned that the termination itself would be a component of the contract language. Dano recommended that the Oversight Team discuss the selection of a back-up consultant upon the selection of the first-choice consultant.

VI. Discussion about contact with consultants and the function of the Oversight Team

- Jasmine initiated a discussion to determine the ground rules for consultant interaction with Oversight Team members.
- Dano stated that during the bidding process that contact by a consultant with Oversight Team members would be grounds for disqualification.
- Julie advised per the RFP that the contract would be awarded to the selected consultant and then at that time the consultant could host an initial meeting and initiate conversation with individual Oversight Team members. Julie added that the consultant would also have contact with the Oversight Team at the 30, 45, and 90 day milestones and concurrent meetings.
- Dano stated that the hired consultant has leeway to initiate contact with individuals but that consultant communication initiated by team members would happen through Team meetings

VII. Next Steps

- Dano reviewed the dates one additional time:
 - Friday, April 14th – Site Visit by consultants and Oversight Team Members
 - Tuesday, May 2nd – Proposals due to CLFV
 - Thursday, May 4th or Friday, May 5th - proposals, distributed by CLFV, arrive to Oversight Team members
 - May 8th, 9th, or 10th – Next Oversight Team meeting to discuss consultant interview process (contingent on Nancy Haden's schedule)
 - Monday, May 15th – Consultant Interviews (daytime meeting)
 - Monday, May 22nd – Oversight Team meets to vet any contractual issues and select the consultant
 - Monday, May 30th – Selected Consultant notified

- The team discussed the location for the interviews, which they thought best to host throughout one single day, rather than over a period of two days. Locations that were discussed included the Proctor Library, the Oak Room at Omya HQ, and a room in the town offices. Ventures committed to resolve the space for the interviews and Jasmine promised to send directions to that chosen location as well as directions to the meeting spot for Friday, April 14th's site visit.
- The meeting adjourned at 8:10pm.