

WMAC Meeting Minutes for December 10, 2020

Attendees: David Crosby – Chair, David Brookfield, Anne Carney, David Hearne, Lealdon Langley, Robert (Rory) McGregor – Secretary, Chris Pimentel – Vice-Chair

Guests: Eric Hooper, Superintendent- Sharon DPW, Rob Terpstra – Water Department Supervisor, Sharon DPW, Antonetta Ackerman – Water Department, Sharon DPW, Margaret McCarthy - Consultant, Weston & Sampson; Rebecca (Gonsalves-Montagne) Navarro - Engineer, Weston & Sampson; Allie Goldberg – Engineer, Weston & Sampson.

1. WMAC minutes for meeting held on October 15th were approved.
2. David Crosby moved the committee into Executive Session to discuss the procedure for reviewing proposals submitted by potential contractors in response to the RFP for replacement of water meters throughout Sharon and associated communications network for data gathering/management. Weston & Sampson reviewed all technical proposals to ensure that vendors complied with Water Department requirements to be considered for the award. WMAC discussed the evaluation scorecard to be used for reviewing each proposal. The following schedule maps out WMAC's plan for completing the technical review of all proposals:
 - December 17 – Review 3 vendor proposals
 - January 7 – Review remaining vendor proposals and establish preliminary ranking
 - January 14 – Interview 2 vendors
 - January 21 – Interview 2 vendors
 - January 28 – Establish final ranking for vendor proposals
8. Next WMAC meeting is December 17th at 7:30pm via ZOOM conference call.

Respectfully submitted,

Rory McGregor, Secretary