

Town of Hartford, Vermont Pool Advisory Committee

Meeting Minutes
Tuesday, June 5, 2018

Present: Scott Hausler, Skip Nalette, Hilde Ojibway, David Sherman, Scott Snyder, Joseph Trottier, Mike Vanasse.

Unable to attend: Chris Hamilton, Joe James, Steve Lagasse, Brett Mayfield, Kim Souza.

Meeting commenced at 7:36 p.m. in Room 312, Town Hall.

Approval of Minutes

Minutes of the meeting May 29, 2018 were approved by motion duly made, seconded, and unanimously carried.

Committee Updates

Mr. Hausler distributed copies of the draft public survey, review of which the committee deferred until after the subgroups reconvene.

Subgroup work sessions

The committee divided into two groups: The internal subgroup (Nalette, Sherman, Trottier, and Vanasse) remained in Room 312 with Mr. Hausler to review evaluations of the six firms that had responded to the RFP. The external subgroup (Ojibway and Snyder) relocated to the adjacent room to finalize the content of the public survey and to consider ways to distribute it.

At 8:30, the two subgroups reconvened and each reported on its discussions:

The **internal subgroup** found consistency among the rankings by committee members, which weighed: (1) Understanding and approach to the project, (2) Work plan proposal and time line, (3) Demonstrated experience of similar projects, (4) Qualifications and experience of personnel, and (5) Total price to complete.

Two firms stood out as clear leaders: SE Group and Weston-Sampson. Third place was less clear, with two firms nearly tied, though well ahead of the remaining two firms. The committee decided to extend invitations to the two leading candidates for interviews the evening of June 26 in one-hour time slots, allowing 20 minutes for presentation to be followed by questions.

A committee site visit to the existing pool the week prior would be helpful to inform the interviews. Mr. Hausler will arrange for the pool operator to be available.

Mr. Trottier explained that it will be important to ask about chemical treatment and filtration systems. For example, diatomaceous earth (DE) is among the best filtering agents with pore sizes less than one micron. Chlorine-based systems are common but are more expensive in the long run.

Some history of Sherman Manning Pool and its namesake was briefly discussed.

The **external subgroup** revised the draft survey and listed venues where surveys could be conducted in person. They aimed to have the final questions ready to begin surveying attendees at the Town block party tomorrow night.

The full committee reviewed the survey questions and suggested a number of improvements. It was agreed to make a more positive tone by adding a question about what aspects of the existing pool are most appreciated, to follow the question about reasons for not attending the pool more often. Ms. Ojibway will work with the Parks & Rec. office to get the updated questions ready for the online survey to go live by tomorrow afternoon, in time for the block party. A next step will be to add visuals and format into a fold-over mailer.

Upcoming meetings and site visit

The committee will meet next on Tuesday, June 12, at 7:30 p.m. again in Town Hall. The following week, it will hold its meeting Tuesday, June 19, at *7:00 p.m. at the existing pool.*

Adjournment

The meeting was adjourned at 8:50 p.m.

Respectively submitted by: Scott Snyder, Recording Secretary