

## August 28, 2009 LUARCC Teleconference Meeting Notes

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The meeting convened at 11:00 AM. On the call: John H. Fisher, III, Chair; Charles A. Richman, Acting Commissioner; David Rousseau, State Treasurer; Marvin Reed; Gary Passanante; Steven M. Cozza.

The meeting commenced with a discussion of issues raised by Commissioner Casey regarding the Walter Rand Institute (WRI) and its budget. Concerns were raised regarding the amount of money dedicated to the project and the length of the contract (two years). Commission members were concerned about the total cost of the contract until it was explained that in the second year costs would increase due to the many unknowns and increased activity and that processes would need "to be developed" as each stage is completed. After considerable discussion, Commission members agreed that a statement should be included in the MOU indicating that the Commission has the opportunity to opt out of continuing in year two.

The Acting Executive Director explained the terms of the contract. He clarified that the contract was based on three rounds of reviews involving 18 to 20 clusters over two years. The follow-up activities on each round would overlap resulting in increased activity as the project progresses. Again, the Commissioner's agreed that this should be passed and articulated to the process committee to be included in the MOU.

Commission member also questioned why the cost of graduate students increases in year two. The Acting Executive Director explained that as the rounds overlap as all ready mentioned, the support demands placed on interns should be expected to increase in year two. He added that, since the cost of the interns is charged back based on actual costs, if the interns were not used the expenses would not be encountered. Members agreed that this should be included in the MOU.

The Commissioners asked that the explanation of the rounds be more clearly stated so there is no question.

Commission members also would like the MOU to be more flexible in order for the members to be able to adjust it over time if needed. There must be a clause in the boiler plate indicating that we could cancel at any time and a statement that will allow this process to be fluid in case items and direction need to be adjusted. Commission members also would like to add language which states the Commission has the option to move forward into year two or the contract would terminate at the end of the first year. Specifically the exercise of the latter should be provided to occur at the end of the current fiscal year on June 30, 2010. This option will be at LUARCC's sole discretion.

Commission member also does not want to see the graduate students going into the towns to do the interviews. The Acting Executive Director explained that their participation would be outlined in the protocols that are to be developed under the proposal by WRI under the direction of the Process Subcommittee. The nature of their involvement would,

therefore, be controlled by the Subcommittee. Commission members agreed with this process.

Commission members would like to have involvement in the selection of the project manager. They would like to see the resumes of all candidates in order to be involved in the interview process, be represented during interviews and the selection process. A Commission member thought that the salary for the project manager might be too low. The Acting Executive Director suggested that the intent in the proposal was to rely more heavily on the experience of the expert panels and the wisdom of the Commission itself, which would retain active input throughout the project. For that reason, WRI would be looking for a project manager familiar with municipal government, but not necessarily with the same depth of experience of the panel members.

Changes to a draft resolution prepared for consideration prior to the meeting was amended so that the final paragraph would read as follows:

**NOW, THEREFORE, BE IT RESOLVED** that the LUARCC does hereby authorize the Acting Executive Director, in consultation with the Process Subcommittee of the LUARCC, to enter into an agreement with the WRI in an amount not to exceed \$316,000 for the performance of work to be defined and presented by the process subcommittee based on but not limited to the items discussed during the meeting of the LUARCC held today, August 28, 2009 and the proposal presented to the Commission by the WRI on August 17, 2009.

Mr. Passanante moved to adopt the Resolution, Acting Commissioner Richman seconded the motion, which passed unanimously.