

DRC MEETING NOTES

Date: May 7, 2024	Meeting Type: Weekly Meeting and Update	
Called to Order: 10:02 am	Note taker: Erin Nelson	Attendees: Ann Leppanen, Janet Slowman-Chee, Erin Nelson, Jennifer Davila, Melanie Daniels
NOTES		
I. Previous Minutes	Approved	
II. UDB SAMs Number	Janet received a notice from SAMs.gov that the address provided did not match the original address that was associated with the SAM.gov account. Janet needs to get the paperwork re-notarized and resubmitted with the other address.	
III. Contact David Everett/Lobbying Form	Janet will reach out to Mr. Everett today.	
IV. Tree Trimming	<p>Erin shared that the community center manager, Malia, had been in contact with Steve Helgerson. Erin will forward email to Janet and Melanie.</p> <p style="padding-left: 40px;">New Quotes for tree trimming:</p> <p>Quote 1- CCC: \$3575 down to \$2500</p> <p>Quote 2- CCC: \$2700 down to \$2100</p> <p>Quote 3- CCC: \$1000 (Helgerson) This quote does not include equipment rental. Unknown rental cost, as well as unknown time frame for performing the work. Ann will contact Helgerson to confirm the rental rate. DRC members felt uncomfortable accepting the quote from Helgerson without knowing the full rate.</p>	
V. Pass Through Funding Process/ASAP payment system	Erin will share with the Town Council the pass through funding process, as the pass through funds show up on the municipal budget (special revenue fund). Erin reminded the group that funds from ASAP must be used within 5 business days, and that pass through funding will be on a reimbursement-type schedule. UDB must spend the funds, provide proof of invoice/receipt, and then the town can initiate the payment process through ASAP. The town needs to wait for the contract from EPA before signing up for ASAP.	
VI. PM Interview Process	Davis Filfred, Britt Hornsby, and Erin Nelson will conduct interviews this afternoon. The first interview is at 1pm, the second at 2:30. The interviewers will discuss and Erin may be ready to provide a recommendation to town council by this evening.	
VII. Other	Janet will be in town Wednesday.	

VIII. Adjourned	@ 10:25AM	
Action Items	<input type="checkbox"/> Clarification on tree trimming equipment cost	Person Responsible: Ann Leppanen
Date of Next Meeting:	May 14, 2024	