

**AMERICAN COUNCIL OF ENGINEERING COMPANIES of Vermont**  
e-mail [ACECVT@COMCAST.NET](mailto:ACECVT@COMCAST.NET) 802-864-6255  
**MINUTES OF THE DECEMBER 12, 2007 MEETING**  
**Suzannah's Restaurant @ Hilltop Inn, Barre, VT**

**Attendees:**

Greg Edwards, *Stantec*  
John Forcier, *Forcier and Aldrich*  
Jon Lens, *Geo Design*  
Robert Stevens, *Stevens & Assoc.*

John Kiernan, *Phelps Engineering*  
Peter Boemig, *SVE*  
Blair Enman, *Enman Engineering*

**Topics and Items Discussed:**

**1. Potential Future Topics / Presenters**

- a. Bob Howe – Labor and Industry
- b. Laura Pelosi – New DEC Commissioner
- c. AIA President
- d. Tom Torti – Chamber of Commerce
- e. Frank Cioffi – GBIC
- f. Green Design / LEED
- g. Real Estate Market
- h. Attorney General's office
- i. P.E. Board – CEU, enforcement
- j. Legislators – Phil Scott
- k. President – VTC

**2. Follow-up with UVM**

- a. Bob will follow up with Assistant Dean, Melody Burkins.

**3. Salary Survey**

- a. Members need to complete and send in. Results will be distributed.

**4. Engineering E-week**

- a. Engineer of the year – Nomination committee was formed and chaired by Jon Lens. Any nominees should be provided to Jon.

**5. Legislative Day**

- a. To reserve room for next year, it was suggested ACEC go to Montpelier State House on 2<sup>nd</sup> Tuesday in January.

**6. Poulos Advisors**

- a. Provided a draft survey for ownership transition. Members should review and provide comments.

## **7. New Members**

- a. RSG was voted by attendees as approved. John will solicit votes from other members.
- b. 3-4 new member firms are anticipated.

## **8. Seminars**

- a. Soils seminars: Two are planned in the spring and two in the fall.
- b. Business seminars: Bob will pursue possibilities with UVM and solicit input on topics from membership. Jon Lens will have office staff assist.
- c. Technical seminar: Consider well hydrology / geology and stormwater. John will seek support from VSPE at tonight's meeting to consider technical seminar.

## **9. VTrans Meeting**

- a. Ad-hoc committee will continue to meet with VTrans on QBS and selection process. Next meeting March 12, 2008.

## **10. ANR Meeting**

- a. Streams – expanding floodplain limits. Analysis may include 3-phase program considering stream characteristics.
- b. New COE General Permit was provided.
- c. Future meetings may include update of wetland rules and/or water supply.

## **11. Legislative Issue**

- a. Hearings on ACT 43 (Phosphorus removal) are underway: Guidance documents will be distributed by John Forcier.
- b. PAC Contributions: Jon Lens will solicit donations from members.

## **12. Project Management Roundtable**

- a. Methods to structure project management.
- b. Place emphasis on scope and fee.
- c. Use two-step scope process – concept and final.
- d. Use schedule to understand project development process and track progress.
- e. Some clients (often problem clients) are provided weekly updates or meet with client regularly.
- f. Regularly review project status with project managers.
- g. Email management is a challenge to save in project folders.

## **13. Next Meeting** January 9, 2008.