TOWNWIDE MASTER PLANNING COMMITTEE

June 10, 2019
MINUTES

Members Present: Jay Duncan, Chair (by telephone), Teresa James, Jessica Reilly, Kevin Ryder, Laurel Scotti, Cynthia Greene, Matt Treist, Osler Peterson, Mary McCarthy, Jerry Potts, Sean Kay, Michael Pastore, Roberta Lynch, Thomas Erb, Sarah Raposa, Ex Officio

Members Absent: Philip Stashenko, William Harvey, Kristine Trierweiler, Ex Officio

Location: DPW conference room
Call to Order: 7:05 PM

MINUTES
Osler Peterson took minutes for this meeting.
The minutes from 5/23/19 were handed out, and the motion to approve them was tabled.

DISCUSSION OF THE RESPONDENTS TO THE RFP
There were four submissions to be the consultant to the Townwide Master Planning Committee’s process, from:

- Horsley Witten Group
- Community Opportunities Group
- Community Circle
- Civic Moxie

The submissions had been received and distributed by Sarah Raposa on May 24 to committee members.
NB - Some committee member stole the package Sarah had marked and intended for Osler Peterson, so he in turn found and stole the package intended for Kristine Trierweiler. The primary thief is still at large, although there is a prime suspect.

Committee members had all submitted his/her evaluation ratings of the proposals by June 10, and at the outset Sarah Raposa shared those results. The average scores received were:

- Horsley Witten Group 21.03
- Community Opportunities Group 19.79
- Community Circle 22.65
- Civic Moxie 18.76

A robust discussion ensued about the strengths and weaknesses of the submissions, some independent information that committee members had gathered, and some new information that had been reported to Sarah Raposa. It was ultimately decided to eliminate both Community Opportunities Group and Civic Moxie, and to proceed to interview both the Horsley Witten Group and Community Circle on June 27.

VOTE: to interview only the Horsley Witten Group and Community Circle on June 27.
Motion by Laurel Scotti; Second was made by Jessica Reilly; Motion passed unanimously.
The discussion then turned to obtaining references, the interview questions to ask, and the interview process.

REFERENCES: Sarah Raposa will contact the references immediately and ask for responses within a week. There was a discussion of some specific questions to ask the references:
• Are you using the plan?
• Would you use them again?
• Level of satisfaction?

Some felt we would get more useful responses from talking with the references versus seeking written responses.

INTERVIEW QUESTIONS:
The draft interview questions were reviewed, revised, and worked through together as a group, with Sarah Raposa changes the questions on the fly as suggestions were agreed upon.

INTERVIEW PROCESS:
The process for the interviews was reviewed and agreed to be:
• 30 minutes for presentations
• 20 minutes for questions

Do not bother to ask about fees.

Do ask:
• Where they expect to spend most of their time.
• What they recommend for meeting schedules.
• Their last three projects and their current three main projects.

The committee members are to submit to Sarah Raposa any specific questions, and Sarah will circulate those ahead as a composite list.

PROCESS PLAN SUBCOMITTEE:
• No report

DOCUMENT REVIEW SUBCOMITTEE:
• The document review is ongoing.
• NB - Anyone can claim a document to review off the spreadsheet Jessica Reilly prepared.

AGENDA ITEMS FOR NEXT MEETING:
• Interview firms

Medfield Day: The Townwide Master Planning Committee will have a booth at Medfield Day and committee members will need to take shifts to staff the booth.

NEXT MEETING: June 27, 2019 at the Public Safety Building.

VOTE: to approve the minutes as presented for 5/23/19.
Motion by Jerry Potts; Second was made by Tom Erb; Motion passed unanimously.

VOTE: to adjourn the meeting; Motion by Cynthia Greene; Second by Jessica Reilly. All in favor.

The meeting adjourned at 8:40 PM.

Respectfully Submitted,
Osler L. Peterson, TWMPC and Select Board member