



TOWN OF MEDFIELD

MEETING NOTICE

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MSH MASTER PLANNING COMMITTEE

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Garage Training Room, 55 North Meadows Road	Wednesday, September 21, 2016 at 7:00 pm

DRAFT AGENDA & TIMES (Subject to change)

** updated agenda*

Meeting objectives

- Approve minutes from 9/7
- Report on Medfield Day
- Report on September update to Board of Selectmen and plan for October
- Move along consultant hiring process and closeout with current consultant
- Review overall schedule

7:00 pm

Welcome, intros, review previous session (9/7)

- Confirm completion of action items
- Discuss and vote on meeting minutes

7:20

Medfield Day report

- Communications committee report back on outcomes of Medfield Day
- Committee discuss any implications for their work going forward

7:50

Update to Board of Selectmen

- Report back on September update
- Confirm plan/roles for October update
- Discuss invitation from Mike Sullivan to discuss housing on 9/26 at 7:30 pm (Chenery Meeting Room)

8:10

Consultant hiring process and closeout with VHB

- Update on closeout with VHB
 - Reconciling invoices and scope
 - Process for finalizing financial model and carrying out financial analysis on the draft scenarios
 - Lessons learned
- Update on progress on RFP
- Confirm responsibilities and deadlines for next steps

8:45

Schedule

- Discuss impact of consultant hiring process on schedule, particularly public engagement activities.

9:00

Review action items and next meeting's agenda

9:05

Conclude