



TOWNWIDE MASTER PLANNING COMMITTEE

MEETING OF:
March 28, 2019
MINUTES

Members Present: Jay Duncan, Chair Pro Tem, Teresa James, Jessica Reilly, Kevin Ryder, Laurel Scotti, Philip Stashenko, Thomas Erb, Cynthia Greene, Matt Treist, Osler Peterson, Mary McCarthy, Roberta Lynch, William Harvey, Sarah Raposa, Ex Officio

Members Absent: Sean Kay, Michael Pastore, Jerry Potts, Kristine Trierweiler, Ex Officio

Location: COA, Ice Hose Road

Call to Order: 7:08PM

INTRODUCTIONS

During introductions, reminders made about getting sworn in for the committee with Carol Mayer at Town Hall and completing the Ethics online training.

CPTC TRAINING REVIEW

Discussion of the training held March 12, 2019. Major takeaways were:

- Training was robust
- Scope and duration of the plan – 20 years
- Public involvement is critical

MEETING MINUTES

Kevin Ryder is taking minutes for this (March 28) meeting.

A motion was made by William Harvey to accept the minutes as presented from Feb 28 and March 12.

Second was made by Teresa James.

All in favor.

COMMITTEE QUESTIONNAIRE DISCUSSION

- Reason for questionnaire was to see where people on the committee are coming from and their expectations of the process
- These results will be good to give to the consultant (once hired) to give them insight into the committee

BOARD OF SELECTMEN MEETING UPDATE

Chairman Jay Duncan and members of the committee attended the BOS meeting on March 26 to provide an update. Jay requested, on behalf of the committee, more time before a finished product is produced. He talked to the BOS about the work to date and about not including a timeline with the RFP because it is too aggressive and unrealistic. The BOS was OK with taking out the timeline and a 12 month schedule once the consultant is on board.

PROCESS PLAN SUBCOMMITTEE

We won't know much until the consultant is on board, but wanted to setup this committee now. Volunteers for this committee were Jay Duncan, Jessica Reilly, Kevin Ryder and Sarah Raposa.

FINALIZE RFP

Some questions that are still outstanding with the RFP:

- Selection criteria on page 7. Invite top 3 for interviews. How many people on the sub-committee?
- Questions will all be the same for the finalists
- Some questions may come from their interview and be specific to that firm
- Need to keep the interviews organized and on time
- Decided on no sub-committee, all members will be part of the interviews

Had a discussion of a pre-proposal information session. Kevin Ryder and Thomas Erb had experience with this with the recent Park & Recreation feasibility study. Committee decided the RFP itself is sufficient and a pre-proposal information session is not necessary.

The sub-committee will include all members of the committee. The Town Staff component will be represented by the members of the committee who work for the Town.

Schedule B will be used (page 10). We will look to shave a week off the schedule.

Committee will approve RFP by the end of April and then send to the Board of Selectmen.

Committee then looked over the RFP and some data provided. Will go back over the document and revamp/revise some of the data and information, but definitely not add more data.

Jessica Reilly provided a data tracking sheet of useful Town documents already in use. Tracking sheet was also emailed to all committee members.

NEXT STEPS

RFP to the Board of Selectmen

Sarah will get the debt schedule from Kristine

Add a committee meeting to Schedule B (to be discussed at next meeting)

NEXT MEETING: April 25, 2019 @ DPW Training Room

Motion by William Harvey to adjourn the meeting. Second by Jessica Reilly. All in favor.

The meeting adjourned at 8:25 pm.

Respectfully Submitted,

Kevin Ryder, Director of Parks & Recreation