



TOWNWIDE MASTER PLANNING COMMITTEE

MEETING OF:
March 12, 2019
MINUTES

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

Members Absent: Thomas Erb, Michael Pastore, Laurel Scotti, Kristine Trierweiler, Ex Officio

Location: Department of Public Works, Training Room

CPTC Training: Creating Master Plans

At approximately 6:00 pm, Sarah Raposa opened the meeting and introduced Brian Currie of the Citizen Planner Training Collaborative. The Committee members asked clarifying questions throughout the presentation. Topics covered include:

- What is a Master Plan?
- Why have a Plan?
- State Requirements
- Components of a Plan
- Process/how long
- Whether to hire a consultant/RPA or in-house
- Costs
- Getting Started
- Public Process

RFP Review

The RFP Subcommittee briefed the Committee on the revised RFP. They are concerned about the aggressive timeline in the Charter and the signal it sends to consultants for their proposals. They would prefer to allow the consultants to propose a timeline with their scope of work. The Committee can review the schedule as part of the selection process. Duncan will request that the BoS eliminate the timeline portion of the Charter.

The Committee does not want the consultants to tell us things that we already know and discussed the value of doing a review of the various plans and reports that are listed in the draft RFP. A Subcommittee was formed to do a high level analysis of the existing documents (Reilly, James, Stashenko, Harvey). Raposa to provide draft of grouping documents by plan element.

The Committee discussed public education on the master plan i.e. how it differs from the planning board or the MSH process.

The meeting adjourned at 8:30 pm.

Respectfully Submitted,

Sarah L. Raposa, Town Planner