



# TOWNWIDE MASTER PLANNING COMMITTEE

April 25, 2019  
MINUTES

**Members Present:** Jay Duncan, Chair, Teresa James, Jessica Reilly, Kevin Ryder, Laurel Scotti, Philip Stashenko, Cynthia Greene, Matt Treist, Osler Peterson, Mary McCarthy, Jerry Potts, Sarah Raposa, Ex Officio

**Members Absent:** Sean Kay, Michael Pastore, Roberta Lynch, Thomas Erb, William Harvey, Kristine Trierweiler, Ex Officio

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

## MINUTES

Jessica Reilly took minutes for the meeting.

A motion was made by Jay Duncan to accept the minutes as presented from 3/28/19.

Second was made by Jessica Reilly.

Motion passed unanimously.

## RFP SUBCOMMITTEE UPDATE

Discussion of 4/23/19 Board of Selectmen meeting:

- Duncan reported that the BoS approved all redlined changes in the TMPC charter as written.
- Duncan, James and Raposa reported to the Committee on Selectman Murby's concerns about the process and RFP. These concerns were reported to be, in summary:
  - He was concerned that the RFP positioned the Committee as participants instead of drivers of the planning process.
  - He was concerned about the scope of the project given the budget, and was looking for a concrete strategic plan with immediate and future tasks outlined to achieve the plan.
  - He felt that the community had been surveyed enough in the recent past, public participation should be limited, and that past data could be shared by the members of the TWMP in place of an extensive public stakeholder process.
- Duncan reported to Murby that the committee would emphasize the importance of the implementation plan in interviews and through the process.
- Duncan reported that Murby will attend the next TWMP meeting to emphasize and explain his concerns.
- The full committee then entered into a discussion about the difference of a strategic plan vs. a long term master plan, and the understanding that this process must emphasize the actionable nature of the first with the future-oriented comprehensive vision of the second. It was pointed out that all of the broad data collected for many of the most recent projects, including the Hospital Re-use Plan, will be over 5 years old by the time the Master Plan is voted on in 2021. There is a reasonable possibility that the current younger population in town, who will bear the responsibility of implementing a 20-year plan, had no opportunity to contribute to the current pot of public input data.

The committee updated the initial time line:

- The RFP was released on 4/24, published in the Medfield Press, the central register and through two planning professional list serves.
- Deadline for submission is 5/24
- 5-24 through 6-10 committee members will review & rate proposals individually; on June 10 the Committee will narrow the proposals to 3-4 finalists.
- Finalist interviews will take place on 6-27.

The committee discussed the structure and process of the interview, arriving at the following conclusions:

- The interview participants should be limited to the Project Manager and key personnel who will be actively engaged in the project.
- Each Applicant will have 30 minutes to present their proposal; there will be 20 minutes for questions.
- All TWMP committee members will be at the interviews. There will be a limited number of uniform questions that each applicant will be asked. Not all members will ask questions.
- The Committee will submit questions for the applicants via Google Doc by May 23; interview questions will be finalized on June 10.

**PROCESS PLAN SUBCOMITTEE:**

- No report

**DOCUMENT REVIEW SUBCOMITTEE:**

- The document review is ongoing

**AGENDA ITEMS FOR NEXT MEETING:**

- Meet with Selectman Murby re: TWMP Committee's role in plan development process
- Evaluate RFP response
- Finalize interview questions

**NEXT MEETING:** May 23, 2019 @ DPW Training Room

Motion by Jay Duncan to adjourn the meeting. Second by Cynthia Green. All in favor.

The meeting adjourned at 8:00 pm.

**Respectfully Submitted,**

Jessica Reilly, Medfield School Committee