

## Shutesbury Master Plan Working Group

Minutes 6/8/16

Attending: Meryl Mandell – Chair, Michele Cunningham – Acting Secretary, Mike Vinskey, Nancy Dill, David Kittredge, Dale Houle, Allen Hanson, Jeff Lacy.

Absent: Bob Groves, Mary Anne Antonellis, Brad Spry, Melissa Warwick

Meeting begins: 6:50

Minutes from 5/22/16 approved unanimously.

Group looked at the PA Handbook on Community Visioning that Al sent out to the group prior to the meeting and compared with the document we had been working from. We discussed and agreed that we may take some ideas from that, but that our process was already in play and we would go forward with RFP tonight.

Nancy introduced the idea of where we are relative to the idea that the master plan is a document oriented process, and visioning is a different process with a focus on where the community is in their hearts and minds at the present time.

Group got sidetracked on specific questions about process, and several times alluded to the fact that those were the kinds of thing a consultant was there to advise on and answer. Most important for consultant to know what the deliverables are. We discussed specificity vs. broad based vision and agreed that it is best not to get into a high level of detail.

Group discussed the feasibility of having task groups in homes and open meeting law and we would have to get clarity on that.

Group refocused on RFP and need to discuss:

Brad Spry - e-mail requesting the group to consider doing the visioning process ourselves rather than spend \$10,000 on consultant.

Timeline

Language

We agreed to strike specificity of the three tables on pp. 4 and 5.

Group discussed the RFP and deliverables.

1. Summary of outreach process and output from events (progress report, meeting highlights, consultants thoughts, recommendations) from all public meetings and other outreach strategies that is shared with MPWG within a reasonable amount of time afterward so we can prepare for next meeting/event. Return all raw data to the working group.
2. Meeting the requirements of the statute goals and policy statements
3. Final report

Jeff has a number of resources for getting the RFP out to planning organizations and list serves.

Al brought up his discomfort with the wording in the introduction as nebulous and ambiguous, particularly with regard to language around “building momentum” and connection to the Master Plan. Group worked on new wording and agreed upon the following for the introduction:

**The Town of Shutesbury is embarking on a long term effort to develop strategic plans to take the town into the future. This process includes visioning, masterplan revision and strategic planning. This RFP primarily focuses on the visioning aspect of this process. Shutesbury invites planning consultants with strong large group facilitation skills to submit proposals to conduct a town visioning process between (add dates here). We expect this process will become a catalyst to energize townspeople to do the work required for the vision to be achieved.**

Group discussed Brad Spry suggestion to conduct visioning process ourselves. The group decided to go forward with the consultant for these reasons: We noted several times during our conversation tonight in which we would defer to the consultant. Hiring a consultant gives the message that this is a serious effort by the town. The town already voted to hire a consultant and the money (\$10,000) was agreed upon at Town Meeting. Group tabled Brad’s suggestion.

Timeframe changed - events held between October 15 and February 28th. Final report due March 30<sup>th</sup>.

Commence the project Sept. 1.

RFP available by June 22. Responses due by July 15<sup>th</sup> and all other dates on top of the page remain the same.

Interviews July 25 – August 5, 2016.

Nancy got all other revisions to plan on her copy.

Question for Becky. Will it be possible to send the contract at the time of the interview? Becky will need to add some information to the proposal – one or two pages.

Eliminate appendix A add another question to pg. 8. Nancy got the question recorded as well as other revisions to RFP on her copy for editing to final copy.

Group briefly discussed disseminating the RFP. Will use Jeff's ideas and bring other ideas to next meeting.

Motion by Meryl to incorporate the changes the group decided upon tonight for the RFP. Upon receiving minutes, Nancy will prepare the RFP and send to Meryl for review. Meryl will send the approved RFP to the group and to Becky Torres to get the RFP processed for distribution. Motion accepted unanimously.

Meryl will send out a Doodle Poll for next meeting.

Meeting adjourned 8:50.

Minutes respectfully submitted by Michele Cunningham