

Town of Shutesbury Massachusetts
Master Plan Working Group

May 22, 2016

Minutes taken by RL Groves

Meeting Begins at 9:30 AM

Members present:

Meryl Mandell, Bob Groves, Al Hanson, Jeff Lacy, Nancy Dill, Melissa Warwick, Mike Vinskey

Minutes of May 11, 2016 approved.

Agenda item: Draft RFP

Introduction

Jeff points out we should separate goals of working group and tasks assigned to consultant.

One goal of visioning process is to elicit public comment.

Project Description

Deliverables/Approach. Clarify responsibilities of consultant. Consultant will not be responsible to produce formal report of review of original Master Plan, but to advise and assist MPWG as to how to assess original Master Plan.

Group generally approves draft RFP up to here.

Group looks at document provided by Al. Document is visioning guidelines developed by the State of Pennsylvania for rural communities (see attached cover).

Guidelines suggest possible organization of the various public meetings. First suggested meeting asks community to identify issues of concern.

Meryl comments that review and assessment of existing Master Plan should be presented at one of the public meetings.

Al comments the Master Plan assessment not be part of RFP, but be done separately by MPWG.

Bob says we should widen our perspective beyond what people want today and real estate values to what kind of Town we want to live in and leave behind.

Nan says we should table p4 until we all have a chance to read Penn doc.

Jeff suggests we should finish up the Visioning process by next Annual Town Meeting. To figure out a schedule based on that goal... working backwards:
Consultant done end of March.
Third meeting in February.
Second meeting before Thanksgiving.

Nan suggests two work streams: Master Plan review and Visioning. Consultant will assist with latter.

There was a short discussion about how to get citizens to participate in the Visioning. Turnout could be an issue, with concern that few will show up to meetings. Nan suggests grass roots approach.

Meryl returns to RFP.

Jeff: 3 things consultant must provide:

- Advise MPWG
- Conduct the public process
- Produce the deliverables

P6 of Penn doc. Qualifications.

Group reviews language. Acceptable with minor revisions.

RFP requirements.

Group reviews draft.

Proposal will contain no more than 15 pages, exclusive of references.

Discussion of section 5 in draft. minor revisions discussed, accepted.

5i: Small town defined as under 10,000.

RFP submission.

Limited access to proposals: MPWGroup, Select Board, Town Administrator.

MPWG@shutesbury.org is group's email. Maryanne will share emails to group with several members (Jeff, Mike, Meryl). Members instructed not to respond to any email distributed through MPWG email server. All correspondence should go through official channels.

To what extent can members interact with RFP Proposers?

All questions to be directed by Maryanne to the group member most qualified and available to answer. Answer will then be published on webpage for all Proposers to see.

Evaluation and criteria process.

Al suggests changing paragraph 1 to be more explicit.

Nan will revise.

Meryl requests that anyone who wants to share documents that might be useful to the MPWG should forward to MPWG at least four days before next meeting.

Al states that Master Plan does not have a mechanism for implementation. Further, he says, proposals are not graded on how they help or hinder collective vision of the Town's future.

Nan says we need further discussion on how we can make recommendations of a Master Plan stick.

Next meeting at June 8, 6:45 PM

Meeting ends: 11:23 AM