

Town of Shutesbury Massachusetts
Master Plan Working Group

May 11, 2016

Meeting Begins at 6:36 PM

Members present:

Meryl Mandell, Bob Groves, Dale Houle ,Al Hanson, Jeff Lacy, Nancy Dill, Melissa Warwick, Mike Vinskey, Michelle Cunningham

Minutes of April 12, 2016 read and approved.

Agenda item: Develop RFP (Request For Proposal)

Nan distributed a chart which could be used to compare and contrast some local Towns with Shutesbury. Her stated goal is to evaluate where we should be going based on Shutesbury's strengths and weaknesses as a starting point.

Meryl states that this should be put off until later in the process and MPWG should work on the RFP for now.

Melissa supports comparative study as useful.

General agreement that focus should be placed, for now, on RFP.

Meryl emailed sample RFP's. Some received these, some not.

Jeff states that unnecessarily wordy RFP's are to be avoided.

Meryl has prepared a supplement to Jeff's Scope of Services that expands the Scope into elements for the draft RFP and appendix. She states that this is generally based on the Scope of Services presented at Town Meeting in 2015 setting up this working group. Meryl reads her draft to group.

Preference is given by several members to read draft.

Meryl copies her ideas/draft and distributes these, along with an appendix of guidelines for proposal evaluation, to group. She notes that her handout is to be melded with Jeff's Scope to form the basis for the RFP.

Jeff states that what is most meaningful to bidders is travel time, meeting time and nature of written finished project (deliverables) required of bidder, i.e. how many meetings she/he must attend and how elaborate a document must be produced.

Goals and Objectives Statement must be one outcome of the process.

Nan says she could organize RFP by categories based on these principles.

Nan offers to re-write RFP integrating aspects of Meryl's draft with original Scope of Services from Town Meeting.

Al asks: What are we looking for? Are we updating Master Plan?
general discussion of what Master Plan might be and confirmation that we are simply asking the Consultant to assist us in preparing the first element of a Master Plan update, not the whole Master Plan..

Mike suggests return to RFP proposal and avoid side track issues.

Conversation returns to RFP.

Meryl and Dale favor contract language in document to protect Town. General agreement by others that document should be brief and in clear language.

Jeff states that contract language can be included in actual contract.

Al tells Group we have a webpage.

Discussion of how we exchange information using webpage and meet State guidelines for access and transparency.

More discussion required on this subject.

Group agrees Nan will re-write and group will comment/criticize her draft before next meeting. Nan would like all comments to be submitted within one week of the time she sends us her draft.

Group agrees.

Meryl will send Scope of Services and her supplement doc to Group.

Next meeting scheduled for May 22, 2016 t 9:30 AM

Meeting ends 7:59 PM