

Town of Shutesbury Massachusetts  
Master Plan Working Group

July 18, 2016

Final Minutes  
Minutes taken by RL Groves

Meeting Began at 6:55 PM

Members present:

Meryl Mandell, Bob Groves, David Kittredge, Al Hanson, Jeff Lacy, Nancy Dill  
Mike Vinskey and Maryanne Antonellis arrived later.

Town Administrator Becky Torres - guest.

Minutes of June 8, 2016 approved.

Agenda item: Proposals received.

2 proposals were received:

- One from Beals & Thomas, Southborough, MA
- One from The Cecil Group, Boston, MA

Two other parties expressed interest in the project but failed to submit proposal prior to the deadline. It is supposed that these parties would likely submit bids if process were rebooted.

Meryl distributed proposals to members present.

All members will receive digital version of proposals.

Members not present can obtain paper copy of proposals from Town Administrator.

Nan pointed out that Cecil seems to have experience in visioning and projects similar to ours while Beals does not.

Nan asked if we would be in danger of blowing our schedule if we reboot.

Meryl does not think that it is fair to the bidders or allowed by state law to reopen the process to let the latecomers in. She would like to interview, at least, The Cecil Group which seems to be potentially a good fit.

Group voted to interview both candidates. Tentative date set for interviews is July 26.  
Discussion of how interviews might be conducted.

Meryl proposed 10 minute presentation by interviewee, 30 minutes of questions, 20 minutes discussion, Total: up to one hour per bidder. Nan suggested we ask proposers to “facilitate” the meeting for the first 10 minutes. She agreed to prepare a short statement for Becky to send to the proposers to guide them in this effort.

Jeff said he would like more bidders. Nan seemed to support this idea.  
More discussion. Dave suggested that Group interview two bidders and then decide whether to reopen process.  
Bob said we owe it to the bidders to evaluate their proposals before we reopen.

Group revoted the question.  
One: Cecil Group. 5 in favor, 1 against.  
Beals: 4 in favor, 2 against.  
Group voted to interview both candidates on 7/26. Back-up date of 8/3.  
Group agreed that person who represents firm for visioning process should be present.

Becky agreed to contact proposers to schedule interviews.  
Group members will submit potential interview questions to Meryl only (not whole MPWG) by this Friday, and Meryl will compile list of questions.

Group members should review RFP in advance of interviews.

Question was raised as to whether current bidders can resubmit without incurring prohibitive expense. Becky said the two bidders must resubmit if a new RFP is issued, but they can send in the same bid package.

Meeting ends 8:30