

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Community Preservation Committee (“CPC”) Sub-Committee (“Committee”) Meeting
CPC Planning Consultant Search
Minutes for March 2, 2016

The meeting was held in a conference room at the Hanson Middle School. The meeting was called to order at 7:00 P.M. Committee members in attendance were as follows:

Present: Tom Hickey, Member-At-Large
Robert Overholtzer, Member-At-Large
John Kemmett, Conservation Commission

Absent: None

Printed Materials: Consultant Search RFP (“RFP”) – draft by Laura Fitzgerald-Kemmett/Richard LaCamera
Emails from Katherine Roth, CP Coalition, containing consultant resources
Email from Eric Arbeen, Old Colony Planning Council, containing consultant resources
Preservation Planning resources taken from Preservation Massachusetts online directory

New Business

Tom led the conversation by questioning whether the Committee is charged with reviewing the content of the RFP. Members further debated if the Committee is to proceed with the normal RFP process of posting and waiting for response from interested parties, or to research and pro-actively reach out to persons that the Committee would like to interview.

The Committee decided to do a cursory review of the RFP. Committee members felt that it contained all the necessary language, but agreed that Laura should be consulted to ensure that the document is “ready to go” prior to its posting. The Committee asked Shirley to confirm this with Laura.

Committee members questioned possible adjustments to the RFP: 1) Can the Clerk, Shirley Schindler, be inserted as the RFP contact instead of Richard LaCamera, and 2) Can the front page wording concerning “12 printed copies” be modified so that initial applicants send their response electronically instead. The Committee asked Shirley to speak to Merry in order to clarify these questions.

Committee members discussed the RFP posting process and asked Shirley to contact Merry for instruction. To be determined is: 1) Where is the RFP to be posted, 2) How long is the RFP be posted, 3) How is the deadline for responses determined, and 4) As opposed to waiting for responses, is the Committee allowed to pro-actively send the RFP to those persons that it may know of and are interested in. Shirley will forward answers from Merry to the Committee. During the RFP process, the Committee was in favor of Shirley acting in the role of liaison with responders.

In the event that the Committee is to pro-actively seek out applicants, members stated that they are unaware of towns in the area who have utilized a consultant for community preservation planning. It was suggested that although the coalition said they were unaware of specific consultants who had performed this type of work, they might be able to name towns that had gone through a similar process.

For ease of communication going forward, John suggested that one of the members take on the role of chairman. Tom agreed to be the chairman.

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Next Meeting

A future meeting was not scheduled, but the Committee will report to the CPC at its regular meeting on March 9 and schedule a sub-Committee meeting at that time.

Adjournment:

Tom made a motion to adjourn, which was seconded by John, approved 3-0-0.
The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Shirley Schindler, Clerk