

Town of Hanson  
542 Liberty Street, Hanson, MA 02341

Community Preservation Committee (“CPC”) Sub-Committee (“Committee”) Meeting  
CPC Planning - Consultant Search  
Minutes for April 13, 2016

The meeting was held in the luncheon room on the 1<sup>st</sup> floor of the Town Hall. The meeting was called to order at 6:25 PM. Committee members in attendance were as follows:

Present: Tom Hickey, Sub-Committee Chairman  
Robert Overholtzer  
John Kemmett

Absent: None

**Approval of Minutes**

John made a motion to accept the minutes from the April 6 meeting. The motion was seconded by Tom and approved unanimously 3-0-0.

**Discussion Regarding Review RFP Proposal/Vote**

Tom updated the Committee on the latest information that he had concerning the one Request for Proposal (“RFP”) that had been received. At the last meeting, Tom had said that he would clarify with Richard LaCamera if it is proper to move forward with review of the RFP considering that the Committee was in receipt of an email stating that the sender was unaware of the deadline.

Tom stated that when he spoke to Richard concerning the RFP, Richard had initially said that it had been posted on the Central Register, plus the deadline was in the body of the RFP. Richard then corrected himself to say that the RFP had not been posted to the Central Register due to the cost not exceeding \$15,000.

Committee members agreed that the deadline date was not embedded in the RFP and that in order to be fair to those who may have viewed it on the CPC website, a cover letter should have been posted with it stating the deadline. Tom said that the Committee needs to determine the correct course of action: 1) move forward with reviewing the one received RFP; 2) re-post the RFP again in the near future; or 3) wait to receive advice from the incoming Town Administrator. As the Town at the moment is without a Town Administrator, Tom said that he will contact Merry Marini for direction.

If Merry advises the Committee to move forward with re-posting the RFP, John suggested that the Committee be on record with a vote if that is the recommendation. John made a motion that the RFP be re-posted pending approval from Merry. Bob seconded the motion, which was approved unanimously, 3-0-0. In the event of a re-post, Shirley was asked to work an increased response time of two weeks in to the new RFP. Shirley said that prior to any re-post, she will re-clarify details of the RFP process with Merry and/or the Town Administrator.

**Other Consultant Search-Related Business**

The Committee had no other business to discuss.

**Next Meeting**

A meeting was not scheduled at this time.

**Adjournment:**

Tom made a motion to adjourn, which was seconded by John, approved 3-0-0.  
The meeting was adjourned at 6:42 PM.

Respectfully submitted,

Shirley Schindler, Clerk