

Town of Hanson
542 Liberty Street, Hanson, MA 02341

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

Next Meeting will be 6:00 PM, Wednesday, June 29, 2016 at the Town Hall

The meeting was held in the Selectmen’s Room on the 1st floor of the Town Hall. The meeting was called to order at 6:10 PM. Committee members in attendance were as follows:

Present: Tom Hickey, Sub-Committee Chairman
John Kemmett

Absent: Robert Overholtzer (arrived just after adjournment)

Guest: Michael (“Mike”) McCue, Town Administrator

RFP Discussion

Mike began by explaining that he had received two proposals in response to the CPC’s Request for Proposals; one from Community Opportunities Group, Inc. (“COG”) and the other from Jennifer Goldson. Mike stated that he observed what he thought was a clerical error in Ms. Goldson’s proposal and called her to clarify that it was indeed a mistype. [The total from her cost breakdown did not match the total that she referenced in the body of the letter.] Michael said that they cleared up the confusion and that her proposal can be considered by the Committee. Mike shared that he has experience dealing with COG, but is unfamiliar with Ms. Goldson. He said COG is based in Boston, but believes they have other offices outside the city. He knows them to do good work. Mike said that he is aware that the town has used Ms. Goldson’s services before, which John confirmed.

Mike said that he recommends that the Committee interview both of the candidates. Tom asked if he thinks their references should be checked given that references listed on proposals are generally ones that the provider believes will be favorable. Mike said yes, saying that he will often search the Internet to find other projects in which a company may have been involved in addition to those provided. He volunteered to perform the reference calls, and asked that if the Committee would like him to do so, the request be made in the form of an email. John made a motion that Mike perform the reference checks of the two responding candidates and that the request will be made via email. Tom seconded the motion, which was approved 2-0-0.

The Committee agreed upon Wednesday, June 29 for the interviews, at 6:00 PM and 6:30 PM. Mike said that he will call to make the appointments and asked Shirley to send an email to remind him.

Tom summarized that the Committee will interview the two candidates on the 29th; will deliberate afterwards to determine if there is a consensus on a preferred interviewee; and if not, Shirley will email Mike to perform the reference checks. Tom said that he will email Laura and ask her to inquire on CPC members’ availability in July; likely when a vote will be required of the Committee’s decision.

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Approval of Minutes

Tom made a motion to accept the minutes from the April 13 sub-committee meeting. The motion was seconded by John and approved unanimously 2-0-0.

Other Consultant Search-Related Business

The Committee had no other business to discuss.

Next Meeting

A meeting on June 29 to interview the candidates was scheduled for 6:00 PM at the Town Hall.

Adjournment:

Tom made a motion to adjourn, which was seconded by John, approved 2-0-0.
The meeting was adjourned at 6:25 PM.

Respectfully submitted,

Shirley Schindler, Clerk