

BOLTON MASTER PLANNING COMMITTEE
MEETING MINUTES
December 13, 2004 at 7:00 P.M.

Present: Steve Garner, Dick Heaton, Russ Karlstad, Brad Reed, Mickie Simpson, Mark Sullivan, Ken Swanton, Chris Slade, Nat Tipton (Town Planner); Jodi Ross (Town Administrator) (9:30pm)

1. Presentation by Vanasse, Hangen, and Brustlin

The Committee heard a presentation from Ken Schwartz (Project Principal/VHB); Scott Schlit (Project Manager/Planner); and Craig Seymour (Project Principal/RKG). VHB subcontracts with RKG Associates to handle economic analysis, financial forecasting, and feasibility analyses. VHB has worked with similar communities on similar projects such as Longmeadow, Williamstown, and Amesbury. The Committee followed the presentation with several questions including methods to slow housing and population growth; examples of creativity; and experience with economic planning and financial models.

2. Presentation by Community Opportunities Group

The Committee heard a presentation from Pete Sanborn (President). Judy Barrett (Project Manager) was not able to attend. Sanborn explained that COG is different from other firms in that they only work with municipalities, and have a strong understanding of community development. The Committee followed the presentation with several questions including what towns can do to limit growth and what experience COG has with fiscal impact analysis.

3. Score Candidates Based on Interviews, Written Materials, and Reference Checks

The committee scored the four candidates based on the criteria listed in the RFP.

4. Opening Price Proposals

Jodi Ross (Town Administrator) opened the price proposals and distributed a sheet to the committee containing the price information. The prices were listed as follows:

<u>Name</u>	<u>Labor</u>	<u>Expenses</u>	<u>Total</u>
Cecil Group	\$44,155	\$855	\$45,000
COG	\$43,265	\$1,735	\$45,000
Daylor Consulting Group	\$42,570	\$2,140	\$44,710
VHB #1	\$41,780	\$3,220	\$45,000
VHB #2	\$70,559	\$8,250	\$78,809

The Committee agreed to meet on December 20, 2004 to make a decision.

Meeting adjourned at 10:10pm.