



## **MINUTES OF MEETING** **ZONING BYLAW REVIEW COMMITTEE**

**Date:** May 29, 2013

**SCHEDULED TIME:** 7:30 p.m.

**Location:** SENIOR CENTER (Weyerhaeuser Room), 10 Mayflower Street

**Minutes Prepared By:** Nancy Johnson

**Members Present:** Judi Barrett, Kathy Muncey, Scott Casagrande, Nancy Johnson, Mary Steinke, George Wadsworth, Freeman Boynton, Jr.

**Members Absent:**

**Also Present:** Tom Broadrick

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Meeting called to order by the Chair, Judi Barrett, at 7:36 pm.

### **Plan and Schedule**

George Wadsworth and Freeman Boynton have conflicts with second Wednesday of each month. It was decided that this committee will plan on meeting every 3<sup>rd</sup> Wednesday until further notice. Upcoming meetings are July 17<sup>th</sup> and August 21<sup>st</sup>.

July 17<sup>th</sup> meeting will focus on completing the Request for Proposal. Allowing 3 weeks for responses should give us proposals to review by the August 21<sup>st</sup> meeting.

### **Discussion of RFP**

Diane Grant had forwarded from Judi Barrett .pdf files of four sample RFP's and an excerpt from Chapter 30B, Chapter 5, Supply and Service Contracts, to the committee for information. George Wadsworth asked if we could convert any of these files to electronic. Judi Barrett suggested ZAMZAR.com. She said first we must decide what we want to accomplish.

RFP may be advertized in Goods and Services, Massachusetts Planners' website, The Beacon, MMA's website.

Kathy Muncey asked if Town Council could bid on the project, suggesting that there may be interest.

George Wadsworth moved that we use an RFP(request for proposal) process, rather than the IFB (invitation for bids) process to procure consultant services for the zoning bylaw recodification because it is important to weigh the relative merits of the applicants and decide based on the quality of services they are able to provide for the town. The motion was unanimously approved.

Judi Barrett noted that we must have criteria in the RFP that allows us to consider interviews. The document must explain how the interviews will be rated. Information that will be asked of applicants should include:

- Identify specifically who from the team will be servicing us.
- "Plan of Services", which may be negotiated, preserving some flexibility
- Three similar projects in towns similar to Duxbury

Reference information that will need to be provided by the town's website to the applicants should include:

- ZBRC report
- Current Bylaw
- Historical information

Scope of work information should include:

- Consultant must familiarize themselves with Duxbury zoning history and the ZBRC report and also do an assessment of the bylaw and make suggestions.
- Consultant will be expected to attend an assumed number of meetings.
- Consultant will be expected to rewrite the bylaw.
- Re-design should be easily amendable for future comprehensive plan updates.

The process will include a pre-bid meeting, which will allow us to hear applicants' questions and concerns. Every question will be recorded, answered and sent to all bidders in the form of an addendum. This meeting will need to be held during the work day, one week after the distribution of the RFP.

Judi asked for volunteers to work on the draft of the RFP for the next meeting.

Scope of work - George Wadsworth

Submission Requirements - Nancy Johnson

Consultant Selection Criteria - Kathy Muncey

She asked that these drafts be submitted to Diane Grant by June 12<sup>th</sup> for distribution to the committee. Judi will give one-on-one assistance if required.

Judi will ask Scott Lambiase for the boiler plate for qualifications procurement.

#### Roles and Responsibilities

Scott Lambiase, as the town's chief procurement officer (CPO), will be responsible for the procurement of services through the RFP, according to Chapter 30B. Suzanne Woods is

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Scott's office manager. Judi will ask Scott what he needs from this committee to complete this process and invite him to our next meeting.

Kathy Muncey will call Town council to discuss how they would be involved in the project. Tom Broadrick said the Town Manager should be informed before contacting Town Council.

**Agenda:**

Judi asked for the process of getting agenda items ready for meetings to be as follows: Members tell Chairman, Chairman tells Diane Grant, Diane distributes to Committee members.

**Minutes:**

The draft of the meeting minutes will be sent to Diane for distribution to the committee. Tom Broadrick said that after approval, hard copies of minutes need to be brought to Town Clerk and stamped in, then brought to Diane. Our committee is appointed by the Board of Selectmen, but they do not have staff to support us. Judi asked if the process could be simplified, so that we could email the approved minutes to town hall.

The next meeting is scheduled for June 19th, 2013.

Meeting adjourned @ 9:07 pm.

**List of Documents and Other Exhibits Used at the Meeting:** None

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