



MINUTES OF MEETING ZONING BYLAW REVIEW COMMITTEE

Date: June 19, 2013

SCHEDULED TIME: 7:30 p.m.

Location: SENIOR CENTER (Weyerhauser 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:

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

Minutes

The minutes from May 29, 2013 were approved with no changes.

George Wadsworth spoke with Diane Grant, and she agreed to accept the approved minutes by email and deliver hard copies to the Town Clerk to be stamped in.

Procurement Process for Zoning Consultant

Judi Barrett reported on her discussion with Scott Lambiase. He said it will take Anderson & Kreiger about 2 weeks to review the RFP. This committee would need to have our sections completed by the 1st week in July to have the RFP ready to send out by July 17th. Scott thought a pre-bid conference was a good idea.

Kathy Muncey spoke with Art Kreiger, who had confirmed interest in doing the work. Judi suggested that if Town Council does the work, we may not need to go through the procurement process. The efficiency gained could be a plus. If it is determined that we do not have to bid the job, then Judi will invite them to our meeting to discuss their proposed process and qualifications.

Mary Steinke commented that we may learn more by proceeding with the RFP and getting several submissions. Nancy Johnson agreed. Committee members who do not know our Town Council may feel more comfortable being able to choose from a number of candidates. Discussion of pros and cons followed, but no vote was taken.

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Discussion of RFP

Scope of Services - George Wadsworth prepared a draft for review. Judi Barrett noted that the state of Massachusetts does not require consistency between zoning bylaws and comprehensive plan.

There was a discussion regarding the anticipated number of meetings. Judi Barrett said we should assume approximately 10 - 15 meetings, including Town Meeting. The scope of services should indicate that the "plan of services" should account for meetings with the following: _____. It was suggested that rather than having separate presentations to the Planning Board and the ZBA, we could have board members come to a public hearing or to a ZBRC meeting. George Wadsworth expressed concern that some important members may not be able to attend a meeting that is scheduled for a day other than the boards' usual meeting day.

Scott Casagrande said that it should be clear in the RFP that the consultant will be working with the ZBRC.

Kathy Muncey advised that the maximum cost should not exceed \$40,000.

Judi Barret said we should ask for an existing vs. proposed comparison document. She assumes any consultant would want to start from scratch, and people will want to know what is changing.

Documents for the consultant to become familiar with should be in list form.

Consultant Selection Criteria - Kathy Muncey prepared a draft, but no discussion occurred during the meeting.

Submission Requirements - Nancy Johnson prepared a draft for review. Judi noted that any reference to cost should be entirely separate from the non-price proposal. The price proposal will be in a sealed envelope.

Judi asked that the draft documents be put into word form and sent out to the committee for review. Committee members can then redline or track changes and send their markup drafts to Diane.

Judi will ask Scott Lambiase for the boiler plate for qualifications procurement. She will try to obtain this to send to the committee before the next meeting. She will also look for "conflict of interest" from Diane.

The next meeting is scheduled for July 17th, 2013.

Meeting adjourned @ 9:10 pm.

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