



TOWN CLERK

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DUXBURY, MASS

MINUTES OF MEETING
ZONING BYLAW REVIEW COMMITTEE

Date: July 17, 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, George Wadsworth, Freeman Boynton, Jr.

Members Absent: Mary Steinke

Also Present: George Hall from Anderson & Kreiger

Meeting called to order by the Chair, Judi Barrett, at 7:35 pm.

Procurement Process for Zoning Consultant

Kathy Muncey suggested consideration of the option of using a modified RFP (not a 30B procurement), using an attorney as the lead consultant. In this format, we would not need a boiler plate or require the involvement of the Chief Procurement Officer, Scott Lambiase. There are now three options being considered:

1. Contract with Town Council
2. Non 30B Procurement - Lead is Attorney
3. 30B Request for Proposal - Team with either Planner or Attorney as lead

Discussion of RFP

Consultant Selection Criteria - Judi will draft revisions to add an unacceptable ranking.

Visiting Speaker

George Hall of Anderson & Kreiger spoke to the committee about his experience with zoning bylaw issues, having served as Town Council in three other towns. He worked on the rewriting of inclusionary bylaws and general bylaws in Belmont, and worked with Horsley & Witten on Walpole, updating the table of uses, administrative, site plan review, special permits and non-conforming uses. In the process, he assisted with town meeting and outreach program, attending all public hearings of the planning board. Articles were

separated over various meetings. He has also had experience with projects in Lexington and Ipswich.

Legal services are not subject to bidding requirements.

Although this work is usually done by a lump sum, it could also be done on a "not to exceed" basis. George Hall advised that our project is most likely a one year project. The planning board meeting should be held a couple of months before the warrant is published. It would be advisable to set up the work so that certain items could be separated out, if necessary.

George Wadsworth suggested that Anderson & Kreiger put on a "dog and pony show" at an upcoming meeting. George Hall will contact Judi Barrett with a couple of date options to be confirmed. An additional meeting will be scheduled for this purpose.

Minutes

The minutes from June 19, 2013 were approved with no changes.

The next regular meeting is scheduled for August 21, 2013.

Meeting adjourned @ 9:14 pm.

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

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