

Master Plan Steering Committee (MPSC)
September 22, 2011

Members Present: Lucy Wallace, Ron Ostberg, Jim Breslauer, Bruce Nickerson, Joe Hutchinson, Michelle Catalina (7:45am) and Tim Clark (8:50am)

7:30am Chairman Hutchinson opened the meeting

Interview Process for Consultants Submitting Proposals for Phase I of the Master Plan

A hand-out with criteria for judging the candidates was passed out; committee decided to use the criteria on the hand-out as a guideline only.

A discussion of how many consultant proposals should be chosen for interviews ensued. 3 – 4 was agreed upon and this was later refined to three only.

Who will ask the questions of the finalists? MPSC

Will liaisons be able to ask questions? Yes.

Ostberg suggested 45 min to 1 hour interviews with 4 – 5 questions on a 1 ½ hour cycle. They will be given 20-25 minutes for a presentation. The MPSC will then ask their questions. Then any liaisons present may ask their questions.

Nickerson suggested we give them no more than 15 minutes and cut them off at 20.

Ostberg said the consultants need to bring their case studies to the table and 20 minutes is not much time to do this. Hutchinson wants to hear their "best shot."

Nickerson is concerned they will just re-do their proposal; Wallace points out re-doing the proposal is as telling as any new information.

Committee decided to give 20 minutes for the presentation.

Timing of the Meetings

The proposals for Phase I of the Master Plan are due Tuesday September 27th by 4pm. Hutchinson and Catalina will work with Liz Allard to make sure the copies for the MPSC are labeled with the names of the 8 members and available for pick-up at Town Hall. MPSC members should pick up their copies at the Town Hall Tuesday by 7pm.

The MPSC will meet on Friday September 30th from 9 – 11am to discuss the proposals, decide on candidates to interview and plan the questions to ask the candidates. It was decided the MPSC would ask 4 - 5 questions.

The MPSC will meet on Friday October 7th from 9 - 1:30pm to interview finalists for Phase I of the Master Plan. Hutchinson will talk with Liz to get space from 9 – 1:30pm.

Catalina suggested the following schedule on Friday October 7th if the MPSC receives 3 qualified candidates. Candidate 1: 9am – 10am. Discuss 10am-10:15am. Candidate 2: 10:15am-11:15am. Discuss 11:15am – 11:30am. Candidate 3: 11:30am-12:30 pm. Discuss 12:30pm-1:30pm.

Further discussion ensued of criteria for candidates and how to rate them. Ostberg pointed out the three BIG picture criteria.

1. Are they confident they can work in our budget
2. Are they dexterous working with a group and guiding productive discussions
3. Are they confident they can do a useful survey

General Meeting Times for the MPSC

Hutchinson brought up the meeting times for the next few months for the MPSC. They are the 2nd Monday of the month at 7:30am and the 4th Wednesday of the month at 7:00pm. Wallace pointed out that our first meeting on this schedule is on Columbus Day so we moved that meeting to Tuesday October 11th.

Ostberg said at the Tuesday October 11th meeting we should be ready to have the consultant come and decide who will do what: there are tasks the MPSC will do, tasks the consultant will do and tasks we will do together. These tasks should be mapped out in excruciating detail and added as an appendix to the contract before we sign, but after we have given verbal approval to the consultant. The consultant should come with their final work schedule, tasks and delivery times for each product. Because it costs time and money there may be things the consultant is unwilling or unable to do.

Schedule

September 23	Send out information to liaisons with schedule of events.
September 27	Proposals Due. MPSC pick up proposals at Town Hall.
September 30	MPSC Meeting. Location TBD. 9am – 11am
September 30	Afternoon. Hutchinson call candidates and set-up interviews.
September 26 – 28	MPSC reference check
October 7	Consultant Interviews. Location TBD. 9am – 1:30pm
October 7	Afternoon. Hutchinson call and give verbal job offer.
October 11	MPSC meeting. To do list with chosen consultant.

Adjournment

Hutchinson made a motion to adjourn the meeting at 9:55am. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Michelle Catalina