

Comprehensive Plan Project Management Group- hybrid meeting
Meeting minutes 5/9/23

Michael Herbert called the meeting to order at 6:05pm- Group members present were Michael Herbert, Brandi Kinsman, Yolanda Greaves, Anna Tesmenitsky, and Kate Jurczyk. Absent: Peter Matchak

The group reviewed the meeting minutes from April 7th. Anna made a motion to approve the minutes with a documents list attached. Brandi seconded it. Voted 4-0-2 (Michael absent for vote).

The group reviewed the meeting minutes from April 11th. Anna made a motion to approve the minutes with a documents list attached. Brandi seconded it. Voted 4-0-2 (Michael absent for vote).

The group discussed the article that Brandi had drafted for the Town Pages newspaper. The only suggestion was to include the list of names with their committees in a table form. Brandi will reach out to Peter for the list that he had sent out to the Select Board and the Planning Board for the joint appointments that has that information.

There was a discussion on the next steps for the RFP and selecting a consultant for the Comprehensive Plan. We had received 3 proposals from candidates. The group reviewed the individual evaluations of each of the Project Management Team members and the consensus among the members was to recommend VHB and JM Goldson for interviews in front of the Select Board and Planning Boards.

Possible dates discussed included May 31 or June 14th. Brandi will reach out to Tricia Kendall to check availability for Planning Board. Michael will reach out to the consultant candidates. We are planning for a 2 hour time block. 20 minutes for each of the consultants' presentation, 25 minutes for questions of each candidate, and 30 minutes for the boards to deliberate and make a decision. The project management team will create specific questions (TBD) for the consultant candidates so they are consistent at the beginning.

Review logistics for May 18th Steering Committee meeting: The meeting will be in the library. It will be hybrid, but the committee members will be encouraged to be in person for the first meeting. There will be some discussion of a Chair for the Steering Committee, but it is not necessary to decide at the first meeting.

There will be a brainstorming ice breaker for the first 30 minutes for groups and then the groups will share out. Brandi and Yolanda will work on it (Yolanda will not be at Steering Committee on the 18th). Anna, Brandi, and Michael will give a quick presentation on the CP process.

Everyone will get a chance to introduce themselves and say why they are volunteering for the CP. Michael will handle the logistics (20 min)- group will meet the 3rd Thursday of every month. Michael will ask Susan to create a Steering Committee email list.

Efficient process for determining interim meetings- discussed off-cycle meetings. Anna to post agenda and meeting minutes for impromptu meetings. Michael to send out procedures to group. Chair for meeting will follow procedures.

Group reviewed the Policies & Procedures document and both Kate and Michael's changes. The group decided not to proceed with changes at this time.

Review steering committee selection process- Kate felt that we should have had more responses to the 5 questions that we did and we should have discussed it. Brandi said that most of the people waited until the last minute to submit and we only wanted the people who were completely committed to being a part of the process. We knew not everyone would complete. Michael stated that it was impressive we had 27 precinct candidates to choose from.

Review Comprehensive Plan document that the Planning Board had voted on. Brandi said that the Select Board discussed the fact that the PB had voted on the timeline but were not going to vote on a process until we had a consultant on-boarded since there was a good possibility the process would change. Select Board was comfortable with it.

Group will plan to meet with Jenn between 5/31 and 6/15 to review the bids once the board have voted. Date TBD.

Brandi made a motion to adjourn at 7:50pm. Michael seconded. Voted 5-0-1.

Submitted by Brandi Kinsman

Document list:

- Meeting minutes draft- 4/11/23 & 4/13/23
- Evaluation for Comp Plan Consultants
- Proposed agenda for First Steering Committee meeting
- Town Pages newspaper article draft
- Policies and Procedures document with Kate and Michael's edits