

Mendon Master Plan Committee

20 Main Street

Mendon, MA 01756

**January 29, 2013 Meeting Minutes**

Attendees: Bill Ambrosino, Steve Parent, Mark Mortimer, Sharon Cutler, Bill McHenry, Shirley Smith, Todd Garius Kathy Schofield

The meeting was called to order at 7:00pm by Bill Ambrosino. The committee reviewed meeting minutes the following motions were made:

**Motion:** A motion was made by Sharon Cutler and seconded by Mark Mortimer to approve the Minutes of the November 28, 2012 meeting as written. The motion passed with unanimous approval.

**Motion:** A motion was made by Mark Mortimer and seconded by Sharon Cutler to approve the Minutes of the December 19, 2012 meeting as written. The motion passed with unanimous approval.

Discussion took place on establishing new officers for the Committee. Bill would like to step down as Chairman. Sharon agreed to act as Secretary and Steve agreed to continue as Vice Chairman.

**Motion:** Shirley Smith nominated Mark Mortimer as Chairman and the motion was seconded by Steve Parent. The motion passed with the unanimous approval of the Committee.

Discussion took place on the use of CMRPC as the consultant for the development of the Master Plan. Bill explained that Town Council advised that since CMRPC is a State Agency and they are Mendon's resource for Worcester County that no RFP would be required to use this group as our consultant. The entire Committee was concerned with the quoted price and felt that every effort should be made to reduce the proposed costs to stay in line with available funds.

The next meeting will be held on February 27<sup>th</sup>.

Shirley expressed some concern the following:

- The proposal was not specifically written for Mendon as is evidenced by the word "Princeton" on page 6.
- Mapping: 48 hours. How much of this do we have; what would have to be adjusted and what would have to be created new.
- Meetings totaled 108 hours. 10 Master Plan Committee Meetings at 72 hours. Counting 2 hours travel time, allowing for 4 hours each meeting comes to 40 hours only.
- Workshops. 24 hours. If we have 4 workshops, this is reasonable.

- Presentation of Master Plan, 1 meeting – 12 hours. Seems excessive.
- Assistance with Element Development (Research and Analysis Support). Total of 68 hours for the three chapters that Shirley has completed already. Shirley does not see how she would require 3 hours back and forth on the computer for assistance with editing, deletions, additions and format.

The committee members agreed that fine tuning of the hours, expectations should be discussed with CMRPC at our next meeting. **Action Item:** Bill will contact CMRPC with cut out excerpts of these meeting minutes and ask them to be prepared to discuss at our next meeting on February 27<sup>th</sup>.

**Action Item:** All team members should forward their completed chapters to Bill who will then forward to CMRPC. Mark suggested we ask what they will be doing within each of the hours listed.

**Motion:** Bill Ambrosino moved that CMRPC be approved as the consultant contingent upon the outcome of 2/27 meeting is satisfactory to the committee. The motion was seconded by Sharon Cutler and passed with the unanimous vote of the Committee.

**Action Item:** Bill will contact CMRPC.

**Action Item:** Kathy Schofield asked for the Committees support to have her included on the Committee to represent the Historical Committee.

**Action Item:** Bill Ambrosino will contact the BOS with the request that Kathy be appointed.

**Action Item:** Steve Parent will forward the survey results to Kathy Schofield at [kemscho@yahoo.com](mailto:kemscho@yahoo.com)

**Motion:** Bill moved that the meeting be adjourned. Steve seconded the motion and it was passed with unanimous approval. Meeting adjourned at 8:03 p.m.