

MINUTES OF THE TRANSIT CENTERED DEVELOPMENT STEERING COMMITTEEOctober 22, 2009

The Transit Centered Development Steering Committee held an organizational meeting on Thursday, October 22, 2009, in Room 213, Town Hall.

MEMBERS PRESENT: Chairman Denise Nelson, Robert Galello, Stephanie Philips, Tom Yemm, , Paul (Corky) Covino, Daniel Pato, and Mary Young.

ALSO PRESENT: Dave Killeen (Town Planner) and Karen Forrest (Secretary).

ABSENT: Judy Hampel, Mary Dean, Michael Bingham, Mike Vickerelli, and Mayor James Miron.

CALL TO ORDER: Chairman Denise Nelson called the organizational meeting to order at 7:15 p.m.

APPROVAL OF MINUTES OF SEPTEMBER 24, 2009 MEETING: A motion was made to table the approval of the September 24, 2009 minutes by Paul (Corky) Covino seconded by Daniel Pato until the next scheduled meeting. All in favor; the motion passed unanimously.

DISCUSSION OF CONSULTANT SELECTION : The Selection Subcommittee reported on the consultant proposals that they received and the rankings. Dave Killeen distributed an evaluation report that summarized the findings of the proposals for the convenience of the committee members. Also attached to this report were the interviewing schedule and a draft of interview questions. The Town received seven very good responses which were all reviewed by the Selection Subcommittee. After considering these proposals, the Subcommittee narrowed to four proposals recommended for interview (the "short list"). The firms recommended for interview included: Richard Henry Behr Architects; The Cecil Group/TR Advisors/Milone and MacBroom; BFJ Planning/RPA/BBPC; and Catherine Johnson, Architect_and Planner.

Subcommittee members expressed their own findings in addition to Dave Killeen. Interviews are scheduled for Monday, October 26, 2009. The subcommittee requested approval from the Transit Centered Development Steering Committee of the short list of consultants to be invited for an interview. Committee members recommended that consultant teams be asked: 1. How would they coordinate the work among multiple firms? and 2. What is their familiarity with publishing work on a website for ease in public access? A motion was made to move forward and support the selections of the subcommittee findings by Stephanie Phillips seconded by Robert Galello. All in favor; the motion passed unanimously.

TRAIN STATION UPDATE: Town Planner Dave Killeen distributed a draft of a letter addressed to Suzanne McCauley regarding the train station update. The letter is inviting her to attend the next Transit Centered Development Steering Committee with pertinent documents and/or information regarding the update of the train station. Upon further discussion, the Committee suggested that the language in the letter be strengthened. The information requested, including a contact person responsible for design, will be crucial to the work of the Committee. Stephanie Philips noted that in past meetings with the Chamber of Commerce, it appeared that the DOT was taking the lead role in managing the project, not the Town.

WORK PLAN: After a lengthy discussion lead by Dave Killeen the following dates are tentative: 1. December, 2009 meeting meet the consultant selected, review plans, schedule, work procedure, etc.; and 2. public workshop meeting scheduled for sometime in January or February, 2010;

NEXT MEETING DATE - To be determined at a later date; will be posted.

ADJOURNMENT – There being no further business, motion was made and seconded to adjourn the meeting at 8:30 p.m.

Respectfully submitted, Karen Forrest