PLANNING & ZONING COMMISSION SPECIAL MEETING MINUTES
OCTOBER 30, 2017, 7:15 P.M.
TOWN HALL ANNEX CONFERENCE ROOM

Present: Tom Failla, Chairman; Jane Connolly, Vice Chairman; Don Saltzman, Ken Edgar, Sally Korsh, Britta Lerner, Richard Wolf

Also Present: Tracy Kulikowski, Land Use Director; Weston Conservation Commission members Sarah Schlechter and Ted von Rosenvinge; members of the public

Digitally recorded on 10/30/17

7: 17p.m. **DISCUSSION: TOWN PLAN OF CONSERVATION AND DEVELOPMENT**

Members Korsh and Lerner presented the Commission with a draft Request for Proposal (RFP), prepared with Ms. Kulikowski's assistance. A discussion ensued on the RFP process.

The members discussed the role of the Commission and of the professional planning consultant or firm that will be selected.

Ken Edgar began a dialogue on the potential formation of a subcommittee. The members commented and agreed that a formal subcommittee would not be established at this time.

The Commission discussed the drafting of the updated Plan. Member Edgar endorsed the approach taken in the draft, namely that the Commission would focus on the substantive components of the update process and what is required by state law, while the consultant or firm would initially draft the Plan, which the Commission would then review.

Ted von Rosenvinge suggested a two-step selection process which involves sending out a Request for Qualifications (RFQ) initially, so that only the most qualified professionals are selected. Subsequently, a RFP is sent out to those candidates, with their submissions reviewed.

Chairman Failla commented on the advantages of working with professionals in the field of reviewing and updating town plans. Dr. Failla reiterated the Commission's consensus that a professional draft the updated Plan so that the document has a uniform style or "one voice", allowing the members to concentrate on a detailed outline, the major content and listening to the community during the process.

The current budget amount allocated for the comprehensive review and preparation of the Plan was discussed. Ms. Kulikowski will contact other towns to provide the Commission with amounts that comparable towns have spent for their update process.

NOV 3:22PM

PLANNING & ZONING COMMISSION SPECIAL MEETING MINUTES
OCTOBER 30, 2017, 7:15 P.M.
TOWN HALL ANNEX CONFERENCE ROOM

The Commission agreed to send out a RFQ first. From those respondents, the candidates selected will be sent a RFP. The members discussed qualifications sought from interested consultants or firms.

The members continued to review and discuss the draft RFP. A timeline for the update process was discussed.

Vice Chairman Connolly commented on the importance of a professional town-wide survey.

The Commission agreed to review a final draft RFQ at the November 6th meeting. The members continued to discuss the update process.

Chairman Failla moved that the Commission adjourn the meeting. Seconded by Don Saltzman. Vote in favor (7-0).

9:00p.m. Meeting adjourned

Respectfully submitted:

AnnMarie Fontana, Administrative Assistant

NOV 3:22PM