



MASTER PLAN STEERING COMMITTEE **MINUTES**

**Paul Carroll Conference Room
Memorial Hall, 801 Washington Street
Monday, December 18, 2017, 7:00 p.m.**

Present: Gerald Carmichael, Sonja Grauds, Emilio Mauro, Jr., David McCarthy, , Michael McMahon, John McSweeney, Tonja Mettlach, Thomas Theodore, Town Planner: Laura Smead

Absent: Meredith McLoughlin

- (1)** Introductions
 - (2)** Committee composition and leadership (appointment of officers)
 - David McCarthy, Chair
 - Mike McMahon, Vice Chair
 - Sonja Grauds, Clerk
 - (3)** Discussion of Request for Proposal for a consultant
 - Small clarifications and typos to proposed RFP discussed
 - (4)** Proposed RFP schedule, next steps
 - Proposed timeline changed and extended as follows
 - 1/2/18 RFP available
 - 1/4/18 RFP legal notice appears
 - 2/5/18 Last day to submit questions
 - 2/8/18 Last addendum issues
 - 2/14/18 Proposal due to Finance Director's office
 - 2/28/18 Proposals reviewed by committee
 - 3/28/18 Notification of award
 - Mid-to late- April First meeting with Master Plan Steering Committee
 - It was decided that the entire committee (rather than a sub-committee) would review and rank the proposals according to a common rubric
 - (5)** Proposed next meeting date(s)
 - Next meeting will be Thursday, March 8th at 7PM
 - Other future meetings will be determined at that date
- Topics not reasonably anticipated 48 hours in advance of the meeting.**
- Laura Smead confirmed that everyone had been sworn in and completed the required ethics training