

Medway Open Space and Recreation Plan Update Task Force

Tuesday, May 30, 2017 Meeting

Town Administrator's Conference Room, Medway Town Hall, 155 Village Street

MEETING MINUTES

Members Present: Paul Atwood, David Blackwell, Matt Hayes, Denise Legee, Paul Mahoney, and Glenn Trindade (arrived at 8:20 pm after a BOS meeting)

Member Absent: Rich Eustis

Staff Present: Susy Affleck-Childs, David D'Amico, Bridget Graziano and Stephanie Mercandetti

Susy Affleck-Childs opened the meeting at 7:05 pm and thanked everyone for attending the first meeting of the Task Force. Participants introduced themselves all around and identified the various committee/board/department/organization they were associated with. A list of Task Force members with email addresses was distributed. **(See Attached)**. Members were informed that paper copies of all six consultant proposals were available for their use during the meeting.

Susy provided a brief overview of the history of Medway's Open Space and Recreation Plan going back to 1996 through its most recent iteration in 2009. She noted that this project will be the first time that representatives of all the key committees/boards and departments will come together to develop Medway's OSRP.

Susy referred members to the 2009 Medway OSRP to become familiar with the general scope of municipal open space and recreation plans. Copies of the 2009 OSRP were made available to all who wanted. She explained that OSRPs are under the jurisdiction of the Division of Conservation Services (DCS) within the Executive Office of Energy and Environmental Affairs (EOEEA). There is a very prescriptive format for these plans, what items have to be addressed and what information has to be included.

Susy reviewed expectations for Task Force members – Monthly meetings, compliance with Open Meeting Law with published agendas and minutes, 9 – 12 month timeframe.

Susy noted that the primary tasks for tonight's meeting are:

1. Review the six consultant proposals and decide which firms to interview.
2. Decide how to conduct the interview process.
3. Select a chairman for the group.

Review of Consultant Proposals

Susy Affleck-Childs explained the RFP process and gave an overview of the comparative evaluation criteria which were included in the RFP. She reported that the RFP had been directly emailed to approximately 25 planning firms and circulated statewide through the massplanners listserv.

Task Force members discussed the merits of the six proposals submitted in response to the RFP. Approximately ten minutes was devoted to discussing each proposal. Each member scored the various proposals using a score sheet. **(See Attached)**.

A summary of the discussion is provided below. Thanks to Stephanie Mercandetti for these notes.

Conservation Works:

- Provided a listing of OSRP plans done by one individual – Anne Capra. It seems the work would be primarily done by one person as opposed to a team of individuals. A drawback is the number of qualified personnel associated with the project.
- Prior projects were mainly located in Western Massachusetts though the two latest projects were in Eastern Massachusetts. Would like to have seen more experience in Eastern Massachusetts or with nearby towns. It was noted that Lincoln and Weston are comparable to Medway.
- Distinctly clear and well thought out process on the aspects of the plan. Provided specific details on what is to be included. Sets clear expectation.
- Thorough explanation on approach to outreach for community forums and ADA Transition Plan. Suggestion on having the public forum be interactive was interesting.
- A clear project schedule was not provided.
- Connection to the Conway School was noted; Conway School assisted in a prior project in Town.

PGC Associates & JM Goldson:

- PGC Associates has a long standing relationship with the Town. Presently, they have a contract with the Town providing planning consulting services. PGC also did the prior OSRP for the Town in 2009. So the firm is knowledgeable about the Town which could be an advantage. The firm has also worked in nearby towns and therefore would be able to draw any connections for trails or facilities in adjacent towns.
- It was noted that this is also a small firm and what happens if conflicts arise and there is an issue with personnel.
- The proposal lacked details in their approach to public participation.
- The proposal included having a photograph of each site as part of the ADA Transition Plan which members found creative.
- The proposal's text regarding the land management portion was thorough.
- An inquiry was made as to whether the two firms collaborating have worked together on prior projects. It was noted that this should be a question to ask during interviews.
- The proposal outlined a clear delineation of responsibilities assigned to each firm on the various aspects of the plan.
- The firms are definitely capable of completing the project.
- Provided a short list of past OSRP plans completed.

Horsley Witten:

- It is a larger firm providing an array of services but primarily services relating to the environment and natural resources.
- The firm provided a well thought out list of methods for public engagement such as e-blasts and local media but the proposal lacked detail in what they would actually do for us for public outreach. The proposal specified that, if selected, they would meet with the task force to give their expertise on the various methods and select those options that would work for the Town.
- The third public forum seemed late in the project schedule.
- It was noted that the one-on-one interviews could be very time consuming and therefore costly.

- Provided some experience in Massachusetts (in Eastern MA and with coastal towns) but also included a lot of experience in Rhode Island.
- The proposal included which personnel would be assigned to the different aspects of the project.
- Interesting aspects of the proposal were on land management and habitat protection

Beals & Thomas:

- Well thought out proposal; noted some familiarity with the Town.
- The firm is working on the design and engineering for the Chicken Brook trail.
- The firm has prior experience in developing OSRPs until 2010 then nothing until recent OSRP projects still underway in 2017.
- Project approach was thorough and precise
- Public outreach included hosting meetings in central locations throughout the Town; approach was comprehensive but not creative. Task Force member suggested that public outreach sessions should be scheduled earlier in the project schedule; don't want it to be "too late" for feedback or changes if needed.
- Referenced keeping the character of the Town several times in their proposal
- Some of the personnel in the project team have certification from the National Charrette Institute
- The proposal lacked details on the ADA Transition Plan

MAPC:

- MAPC has performed a lot of master plan work but didn't seem to have much OSRP work.
- The proposal was a lot more generic; they didn't try to customize it.
- Offered two public forums and not three. The third instead would be a focus group. Would rather see the focus group first and then the public forums. Public forums seemed out of order for project schedule.
- Included in the proposed outreach to other organizations was outreach to youth and seniors which was an interesting aspect to the proposal.
- It was noted that the project manager has a long history of planning work in the greater Boston area and was one of the authors of the OSRP workbook for DCS but that the rest of the staff is new to MAPC.
- Concern that the ADA component would be completed in one day. Is that realistic?
- The firm is presently working on three OSRPs. Would the Medway project be able to get the attention it needs?
- The proposal didn't outline the roles of the each of the project team.

Community Opportunities Group:

- The firm provided experience but didn't include a cohesive list. Provided a lot of master planning experience but not so much on the development of OSRPs. It was unclear how much experience they have in creating OSRPs.
- Public outreach and public forums were late in the project schedule.
- Only firm to ask for financial data to make sure the plan is realistic.
- Noted collaboration with Land Development Design Inc.

- The proposal lacked details. It was noted that they would customize the specifics with the task force rather than lay out the approach to the development of the plan.
- The ADA work seemed to be based on questionnaires rather than other methods such as site visits. The firm did provide a clear list of what was needed from the Town.
- It was not clear on assignment of responsibilities of project personnel.

The proposal evaluation score sheets were compiled and tallied by Stephanie Mercandetti.

While the scoring sheets were being tallied, Susy Affleck-Childs asked the Task Force to select a chairman.

Matt Hayes offered to serve as chair. He was affirmed unanimously. Thanks, Matt.

Stephanie announced that the top three firms, based on weighted scores, were Beals & Thomas, Conservation Works and Horsley Witten Group.

A motion was made by Glenn Trindade, seconded by Paul Mahoney to bring in these three firms for interviews. The motion was approved unanimously.

Susy Affleck-Childs asked the Task Force how they would like to conduct interviews. Would the entire Task Force want to do so? Another option is to have a sub-committee conduct interviews. The group decided to have everyone involved.

The next steps include checking everyone's availability for a meeting date for interviews and drafting a list of interview questions. Susy Affleck-Childs will send out a Doodle poll via email with some potential meeting dates. Stephanie Mercandetti has some sample interview questions and will provide those to Susy who will email them to members to ask for additions/edits.

Susy thanked everyone for their good work.

A motion was made by Glenn Trindade, seconded by Denise Legee, to adjourn the meeting. The motion was approved unanimously.

The meeting adjourned at 8:54 pm.

Respectfully submitted,

Stephanie Mercandetti and Susy Affleck-Childs

OSRP UpdateTask Force Members		
Paul Atwood	Citizen at Large - Member of Medway Agricultural Committee; member of Upper Charles Conservation Land Trust Board of Directors; member of Medway Trails Club	atwood.paul@gmail.com
David Blackwell	Member of Medway Conservation Commission	djbtomedway@verizon.net
Rich Eustis	Member of the Medway School Committee	eustislaw@yahoo.com
Matt Hayes	Member of the Medway Planning and Economic Development Board	hayes7000@msn.com
Denise Legee	Member of Medway Open Space Committee	glegee@comcast.net
Paul Mahoney	Member of the Medway Board of Parks Commissioners; member of the Evaluation of Parks, Fields and Recreation Areas Committee (EPFRAC)	psmahoney2015@gmail.com
Glenn Trindade	Member of the Board of Selectmen	glennttrindade@verizon.net
Staff Support		
Susy Affleck-Childs	Planning and Economic Development Coordinator	sachilds@townofmedway.org
Dave D'Amico	Director, Department of Public Services	ddamico@townofmedway.org
Bridget Graziano	Conservation Agent	bgraziano@townofmedway.org
Stephanie Mercandetti	Director, Community & Economic Development	smercandetti@townofmedway.org
5/30/2017		

Reviewer's Name: _____

Date: _____

**Town of Medway
Community and Economic Development Office
Request for Proposals - Open Space and Recreation Plan Update**

PROPOSAL EVALUATION WORKSHEET

Proposer: _____

Ratings Categories (Numerical Value): <i>Highly Advantageous (5), Advantageous (4), Acceptable (3), Not Advantageous (2), Not Acceptable (1), Did not provide information (0)</i>			
	Comparative Evaluation Criteria	Comments	Rating
A.	Familiarity and experience in preparing OSRP plans in accordance with the Mass Division of Conservation Services OSRP Guidelines	Notes/Comments:	
B.	Qualifications of key personnel to be assigned to the project	Notes/Comments:	
C.	Thoughtfulness & thoroughness of proposal including the consultant's planned methodology/approach to the project.	Notes/Comments:	
D.	Creativity of the plan for citizen participation/community engagement	Notes/Comments:	

Total Score: _____

What was interesting or distinctive about this proposal? _____

Additional notes/comments about this proposal: _____

Would you like to interview this consultant? _____