

***Town of York ~ Village Study Committee
Meeting Minutes ~ October 3, 2013
York Public Library***

Present: Ron McAllister, Stu Dawson, Dawn Fernald, Gloria Gustafson, Christine Grimando, Scott Stevens, Pete Smith, Lew Stowe, Ron Nowell, Dean Lessard

Absent: Antonia DeSoto, Joel Lefever, Rob Yandow

1. Chairman Ron McAllister called the meeting to order at 8:38am.
2. Meeting minutes for September 13th and September 20th were approved as is.
3. Ron called the committees attention to our new website which is available for viewing on a temporary work site. He asked everyone to review it and forward their comments and suggestions ASAP as it will be going live very soon. Scott asked about the availability of interactive feedback and the need to monitor any feedback for appropriateness.
4. Ron noted that he has drafted a letter to property owners regarding the upcoming surveys and Christine added that she will be sending them out on town letterhead. A copy of the letter will be sent to each committee member so they will be informed in case of questions.
5. Christine plans to send out RFP's to obtain engineering opinions on the feasibility of our conceptual plans along with CAD drawings based on those plans. She will also be sending out RFP's to urban designers for visual renderings of our proposed designs. Stu noted that we need to team up with the engineers so that we don't end up with any conflict of ideas.
6. Ron asked about the scope of these RFP's in terms of boundaries. Would it be just the area shown on our current drawings, or the entire area within the two-minute village? It was pointed out that there are "element" issues in those areas outside the scope of our current drawings that we haven't yet addressed. Stu suggested that any consultant would find it fairly easy to extend our design criteria beyond the boundaries of our current drawings. Dean suggested that we wait to see the cost for surveying before adding any scope.
7. Dean explained that opening the surveyor's bids is scheduled for October 24th which led the group to schedule a special meeting on October 25th specifically to review the bids.
8. Ron reviewed our plans for public outreach to other organizations in town. A letter explaining our plans will be sent to each organization (newspaper, police, fire, ambulance, etc.). Christine will provide addressing information for these letters. We need to obtain a valid email address for each organization in order to keep them up-to-date on our progress.
9. Ron also reviewed our plans for MarketFest and Election Day. After discussion about preference voting supplies and other materials, everything appears to be ready to go.
10. The PSA video team reported that it's still a work in progress.
11. Ron Nowell explained the current status of efforts by the town to increase off-street parking space for the village.
12. Our next meeting will be at 8:30am on Thursday, October 25th at the York public Library.

Meeting adjourned at 9:53am

Respectfully submitted,
Peter Smith, Secretary