

*Town of York ~ Village Study Committee  
Meeting Minutes ~ February 6, 2014  
York Public Library*

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

**Absent:** Antonia DeSoto, Joel Lefever, Lew Stowe, Ron Nowell, Rob Yandow

1. Chairman Ron McAllister called the meeting to order at 8:37am.
2. Meeting minutes for January 17<sup>th</sup> were approved as is.
3. Christine reviewed her first draft of a Request for Qualifications (RFQ) she will use to identify a team of designers that could meet our need for engineering services. Her plan is to put the RFQ up on the town's website and to publish the request widely in local media. A manageable set of respondents will be selected and asked to respond to a Request for Proposal (RFP).
4. Members of the group with some experience in this process pointed out that there is likely to be a wide range of fees quoted with these responses. Stu suggested that a good approach going forward is to establish fees and execute the process on an iterative step-by-step basis where knowledge gained from each step improves the reliability of the fee quote for the next step.
5. A question was raised relative to the need for doing a design "charrette" at this point in the process. Christine suggests that we still need to undertake a "defined" charrette to address the outer edges of our focus area and to continue involving the wider community.
6. Christine shared an idea to address the budgeting issue in the RFQ by mentioning funding sources that we already have, such as the MPI grant, which would provide some perspective to the scope of the project.
7. Dean suggested that the RFQ should request more detailed information about each respondent's availability, experience, submission expenses, etc. He will share his ideas with Christine.
8. Stu proposed the idea of having a permanent space (storefront, office, etc.) right in the village for our committee to display our materials and have an obvious presence.
9. Regarding our planned PSA production, Pete related that the video group met with Tim Frechette, a videographer recommended by Dean. After hearing Tim's qualifications and suggestions, they are looking forward to a very professional result. Also, he reported that Tim offered to do the job for an extremely generous low fee of \$350.
10. Gloria showed the group new "composite" foam board posters that she plans to provide to village business for display in their shops. It was suggested that the website address should be added to the posters for people who want to submit their feedback.
11. Ron noted a newsletter design that Chris Hartwell has proposed for our committee to send out on a regular basis. He expressed concern about who would be responsible for providing updates and whether we will have enough activity to make it feasible. Dawn expressed interest in participating and suggested that we develop an activity calendar to drive the content of the newsletter. It was suggested that it be published only when we have appropriate news to report rather than on a regularly scheduled basis.

12. Dean updated the group on LinePro's recent surveying activities and their efforts to locate any recent existing surveys for properties located within the village (i.e. library, hospital, town hall).
13. Dean also updated the group on recent discussions regarding the Hodgin parking lot. He has been asked by the Town Manager to research several issues that would impact the Town's purchase of the lot. The BOS will be considering whether to put the purchase on the upcoming May ballot.
14. Our next meeting will be at 8:30am on Friday, February 21<sup>st</sup> at the York public Library. Following that, meetings are scheduled for March 6<sup>th</sup> and March 21<sup>st</sup>.

Meeting adjourned at 10:02 am

Respectfully submitted,  
Peter Smith, Secretary