

***Town of York ~ Village Study Committee  
Meeting Minutes ~ April 25, 2014  
York Public Library***

***Present:*** Ron McAllister, Stu Dawson, Antonia DeSoto, Gloria Gustafson, Joel Lefever,  
Dean Lessard, Pete Smith, Scott Stevens, Rob Yandow

***Absent:*** Lew Stowe, Ron Nowell

1. Chairman Ron McAllister called the meeting to order at 8:39 am.
2. Meeting minutes for April 3<sup>rd</sup> were accepted after changing the phrase “an alternate design” to “a potential alternate design” in item #6.
3. Rob Yandow said that he wanted to attend our meeting to share his thoughts on the best way for us to move forward now that we are at the stage of obtaining a complete survey of the village and locating design/engineering consultants. He noted that we must take the BOS’s approval of our plans into consideration and that continued communication is critical to success – be sure they are aware of what we’re doing and continue to keep them informed incrementally. The BOS will ultimately be responsible for releasing the NPI grant money when we need it to move forward.
4. Ron noted that we agree with his concern and that’s why we submit our progress reports frequently to the BOS. We are on the agenda to review our latest report with the BOS at their next meeting. Rob pointed out that what we say about our plans at the meeting will likely end up in a newspaper article. He also suggested that we make it clear that our planned improvements will take a long time to complete and will happen incrementally over several years.
5. Stu pointed out that Newburyport’s public sector improvements (at a cost of \$2.5 million), led to subsequent private sector improvements equal to about \$25 million (10 times the investment).
6. Dean reported that LinePro has not started their ground survey as Dustin has been dealing with a long-term illness. He stated that they will be starting on May 5<sup>th</sup>.
7. Ron opened a discussion about the RFQ responses and how the committee members had rated each of them on their evaluation sheets. General concerns were expressed about certain identified project managers, the relative value of having many sub-contractors, the importance of certain skills, and the importance of certain specific individuals being included on a team.
8. Using a flip-chart, Ron recorded each committee member’s scores which were in the form of ratings from a low of 1 to a high of 100. The sum of these rating scores for each RFQ respondent provided a ranking from one to six with one reflecting the highest rating. The top four ranked respondents were Lachman (TDRC), Mitchell, Carr Lynch and Fay Spofford, in that order.
9. The group agreed to invite the top four candidates for interviews, scheduling two interviews for June 5<sup>th</sup> and the other two for June 6<sup>th</sup>.
10. It was suggested that we subsequently consider presenting information on the top two candidates from these interviews for consideration by the BOS so as to involve them in the selection process.
11. Pete asked if those committee members who have performed similar interviews before could list some questions for all of us to use during the interviews. Joel suggested that we invite each candidate to prepare a brief Power-point presentation to begin each interview.
12. Our next meeting will be at 8:30 am on Friday, May 9<sup>th</sup> at the York Public Library.

Meeting adjourned at 10:08 am

Respectfully submitted,

Peter Smith, Secretary