

***Town of York ~ Village Study Committee  
Meeting Minutes ~ July 3, 2014  
York Public Library***

***Present:*** Ron McAllister, Stu Dawson, Tony DeSoto, Gloria Gustafson, Chris Hartwell,  
Dean Lessard, Robert Palmer, Dylan Smith, Pete Smith, Scott Stevens, Lew Stowe

***Absent:*** Joel Lefever, Rob Yandow

***Guest:*** Denis Lachman, Regina Leonard, Windol Weaver

1. Chairman Ron McAllister called the meeting to order at 8:32 am.
2. Meeting minutes for June 20<sup>th</sup> were accepted with a correction to show that Scott Stevens was absent.
3. Ron announced that Jody Merrill has been appointed by the York Hospital as their new representative on our committee.
4. Ron noted that the BOS has given approval for us to work with TDRC to establish the scope of services that they will provide and a related fee structure.
5. Denis Lachman took over the meeting and used a PowerPoint presentation to explain the steps in their planned process as follows: (the PowerPoint presentation will be available on the Village website)
  - ~ getting started
  - ~ strategic approach (how we will move forward)
  - ~ a “master plan”
  - ~ work plan – hierarchical design and public event cycles to refine the plan
  - ~ tasks to hours
  - ~ hours to fee
  - ~ proposal
  - ~ important perspectives to bring to the committee
6. The group focused on several issues intended to clarify the proposal as it would relate to our goals for the village and the nature of our town administration.
  - ~ the timing of certain steps as they relate to York’s budgeting and warrant voting schedule
  - ~ how the design phases and public events will work
  - ~ understanding the master plan and how the village improvements fit within it
  - ~ budgeting and financing approaches including grant writing
7. Lew pointed out that there needs to be a special approach when involving village property owners and key business leaders. Perhaps organizing an event designed specifically for them.
8. Denis explained how details within the work plan are used to develop a spreadsheet that informs the fee structure. Also, he described several different approaches to determining fees.
9. Robert noted that it will be important to know what other projects are being considered by the Capital Planning Committee over the next few years.
10. The committee voted unanimously to request that TDRC propose a fixed fee up through the schematic design phase, an “hourly not to exceed” fee for the design, development and marketing phase of the contract with the remainder at a percentage of the construction cost to be determined.
11. Our next meeting will be at 8:30 am on Thursday, July 17<sup>th</sup> at the Town Hall conference room.

Meeting adjourned at 10:22 am

Respectfully submitted,  
Peter Smith, Secretary