

***Town of York ~ Village Study Committee
Meeting Minutes ~ July 28, 2014
York Public Library***

Present: Ron McAllister, Stu Dawson, Tony DeSoto, Chris Hartwell, Joel Lefever, Dean Lessard, Jody Merrill, Dylan Smith, Pete Smith, Scott Stevens, Lew Stowe

Absent: Gloria Gustafson, Robert Palmer, Rob Yandow

Guest: Denis Lachman, Regina Leonard, Dustin Morrill

1. Chairman Ron McAllister called the meeting to order at 8:33 am.
2. Meeting minutes for July 17th were approved as written.
3. Denis and Regina (TDRC) walked the group through the second draft of their proposed *Agreement for Professional Services* with the following highlights:
 - a) technical investigation is confined to the survey area boundaries
 - b) TDRC's contractual obligation for Schematic Design and Buzz moved from Phase 1 to a newly defined Phase 2
 - c) meetings and events are rescheduled to culminate on 12/22/2014
 - d) project scheduling within York's referendums and municipal fiscal cycles
 - e) funding opportunities and financing strategies
 - f) components of anticipated public process and approach to citizen outreach
 - g) establishing and building "buzz" to foster voters understanding and support
 - h) project components, resources, sharing tasks and fee calculations
 - i) Selectboard and Budget Committee participation
 - j) anticipated long range issues and alternatives
 - k) TDRC professional services compensation methodology
4. While reviewing the second draft, members of the group provided the following suggestions:
 - a) absorb "Design Development" into "Advanced Design & Bid Documentation"
 - b) shift boundaries of the Master Plan (5 minute village) slightly southeastward to include the intersection of Woodbridge and Moulton Lane
 - c) explain that the majority of TDRC participation/cost will be in Phase 1
 - d) remove month notation (top ruler) in favor of milestone date labels
 - e) create high quality graphics on poster boards to be used at meetings
 - f) use labels on the graphic that match the text in the narrative
 - g) provide a Definition of Terms to support the narrative
5. A traffic study is part of the Technical Investigation phase and Dean has arranged for a previously planned traffic count at York Corner to include a traffic count in the village.
6. In preparation for our August 7th meeting, Denis and Regina will prepare a third draft of their proposed *Agreement for Professional Services* to reflect the comments and suggestions above.
7. Lew distributed a list of stakeholders and potential "buzz" methods, both arranged by type. The group provided some additions and discussed ideas on how to approach each type.

8. Ron noted that the committee will need to decide how much of the “buzz” effort that they can handle without involving TDRC. Denis pointed out that “buzz” is one of the most important phases of this project. People need to feel included and excited about the project. It was decided that TDRC will provide guidance, support, and some materials and we will do the work.
9. Lew announced that a joint meeting with the Planning Board to discuss village zoning has been scheduled for August 28th.
10. Dustin Morrill of LinePro shared draft copies of his survey drawings with the group. He pointed out that they represent a work-in-process. Denis and several members of the committee asked for additional details and information from areas outside the scope of the original survey request. Regina noted that they (TDRC) would be able to overlay the survey with aerial views, LIDAR mapping, etc. to provide more comprehensive visuals. Dustin will be adding significant detail to the final drawings such as description of signage, elevations, utility markings, etc.
11. Our next regular meeting will be at 8:30am on Thursday, August 7th at the York Public Library.

Meeting adjourned at 10:26am

Respectfully submitted,
Peter Smith, Secretary