

**DRAFT FOSP Analysis Subcommittee**  
**July 13, 2011**

Attendance: Chris Franklin, Chair, Richard Bauman, Craig Cooper, Frank Governali, Jessica Sullivan

Staff: Maureen O'Meara, Town Planner

There was no public comment.

Mr. Cooper made a motion to approve the minutes of the June 29, 2011 meeting, which was seconded by Mr. Governali. The minutes were unanimously approved.

Mr. Franklin began a review of the two proposals submitted for the cost benefit analysis. There was a strong preference for the Planning Decisions proposal. The interviews were scheduled and then cancelled because only 2 committee members were available. Mr. Franklin said it would not have been appropriate for him to talk to the two firms outside of the committee structure. We should decide which firm to recommend this evening.

Mr. Franklin reviewed his questions of the two proposals. The Koff proposal was quoted at \$24,000 over 3 months. He felt it was not quite on point. Some of their proposal was beyond our committee scope, so their approach may not work. He felt the question for both firms was how they would approach cumulative impact on services and how that can be quantified incrementally. The Planning Decisions proposal was quoted at \$17,275 over 6 months. He would like to clarify the commercial development portion and how deep they would go. He felt there is more funds proposed for that portion of the proposal than the committee intended. He also wanted to know how they would interface with the Dominicus Crossing Study. He would expect different numbers now. Mr. Franklin noted the Scarborough study in 2000 was done by Planning Decisions and is representative of their work, although they did not reference it in their proposal. It was nice to have a Planning Decisions rep at our meeting and they were open to discussion on the proposal.

Mr. Cooper said he was ready for a motion. There is a \$7,000 difference and Planning Decisions has a more comprehensive proposal. It was more targeted to what we need and they have a good record of prior work with us.

Mr. Cooper moved to recommend Planning Decisions to the full committee and Mr. Bauman seconded the motion.

Mrs. Sullivan said she had reviewed all the proposals again. She appreciated even more the points already made. Planning Decisions said who would do what and the Koff proposal seemed more canned. The schedule of meetings was 6 with Planning Decisions and 4 with Koff. Mark Eyerman worked with the Comp Plan and Ordinances. Planning Decisions has a good working knowledge of the town, as does Chuck Lawton. This may be reflected in the cost. There is a good financial schedule, detailed meeting schedule, and more interaction with the committee.

Mr. Governali noted that Planning Decisions has worked with the Comp Plan before. He wants this study to be done objectively. This should be a clean sheet in order to get our money's worth.

Mrs. Sullivan wants to make sure that we add to any contract that the Town owns the report results. The committee should also receive a complete report before it goes to the Town Council.

The committee voted 5-0 to recommend that Planning Decisions be selected to do the cost benefit study.

Mr. Franklin asked if we need to schedule a kick-off meeting.

Mr. Governali said that the full committee would handle future meetings. We are disbanded.

Mr. Cooper asked if we had made a list of what we want adjusted to present to the full committee, such as the schedule and commercial piece. Mr. Franklin said he had.

The subcommittee adjourned at 6:55 p.m.