

LONG RANGE PLANNING COMMITTEE MEETING

**Tuesday, April 5, 2022
1:00 p.m. – Rye Town Hall**

***Members Present:* Chair Rob Wright, and Katherine Garcia**

***Ad Hoc Member (acting as alternate):* Pat Losik (via Zoom)**

***Also Present:* Planning Administrator Kim Reed**

I. Call to Order

Chair Wright called the meeting to order at 1:05 p.m. and led the pledge of allegiance.

II. Discussion - Housekeeping

Chair Wright noted that this is the newly reconstituted Long Range Planning Committee that was composed at the last planning board meeting. Members that were nominated and voted upon are himself, Kathryn Garcia and Katy Sherman, who has since taken a leave from the Planning Board. He's not sure if they should be moving towards getting other members involved. It sounds as if the logical progression of the LRP work from this point forward is going to include a steering committee. It might be that this group can get to that point without additional members, as it seems it might be a challenge to find someone.

Planning Administrator Reed noted that Bill MacLeod is not able to attend meetings right now. However, as this committee gets into the RFQ process, he would help and that's his expertise. Although there are only two members, Bill will provide guidance when the committee actually needs it. She feels the committee does not have to go out and seek other members at this time. Once there is a firm onboard, a steering committee will be formed with diverse, town-wide members. The role of the LRP Committee is getting the RFQ for the purposes of the budget and presenting it to the full board.

Member Garcia asked how having only two members on the committee would affect a vote.

Planning Administrator Reed explained that the chair of the Planning Board could break the vote if the two members do not agree when voting.

Pat Losik asked if she is being seated as a member or staying an ad hoc member, as she could be seated on the committee. She noted that she could be seated on a meeting-by-meeting basis, not as a permanent sitting member.

Chair Wright agreed this would be a good idea. He seated Patricia Losik for the meeting.

III. Next Steps

Chair Wright stated that he went back and looked at the minutes of the March 15th planning board meeting. At the end of the meeting, there was a motion by Patricia Losik to *“accept the timeline of the Master Plan, the path forward for the Master Plan and the report of the Master Plan Vision Framework as concluded by the Long Range Planning Committee in February 2022. A new committee has been established and will move forward under the chair of Rob Wright.”* This was seconded by JM Lord with a unanimous vote. He continued that the committee’s path forward is to execute on what was summarized in the presentation that was given by Julie LaBranche at the planning board meeting.

Referring to the work of the previous LRP Committee, Chair Wright noted there was a group of next steps and process. The duties of every planning board, established under RSA 673:1, is to *“prepare and amended from time to time a master plan to guide the development of the municipality”*. He pointed out that there was discussion about simply updating a chapter. However, last year, they moved all the way around from the discussion of a chapter based to a theme-based master plan, which necessitated moving towards a complete rewrite of the Master Plan. He continued that under RSA 674:2 ‘Master Plan Purposes and Description’; *“The purpose of the master plan is to set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning board, to aid the board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of New Hampshire, and to guide the board in the performance of its other duties in a manner that achieves the principles of smart growth, sound planning, and wise resource protection.”*

Chair Wright stated that the last incarnation of this committee wrapped up it’s work on the visioning framework on February 8th. A presentation was given to the full planning board. The board voted for a complete rewrite of the Master Plan on a theme base, which was done at the March 15th meeting. It’s this committee’s job to execute that plan. In order to do that, his first thought was that the committee will need additional help. He proposes that they approach Julie LaBranche specifically to provide a quote as to what budget would be required to assist the committee during the next steps, until they have the traction to get going. The next steps are going to include soliciting request for proposals for a consulting firm to rewrite the Master Plan. He would like to propose that they reach out to Ms. LaBranche to get a budgetary estimate. He imagines there will be some back and forth on the scope and scale. Once the committee has that quote, they can go back to the Planning Board to request those funds to be spent to engage Ms. LaBranche to get the committee moving forward.

Member Losik asked if there would be a timeframe for Ms. LaBranche’s services.

Chair Wright explained that he's not sure it's a timeframe. He thinks it would probably be a milestone demarcation. He is looking for Ms. LaBranche to help with assisting the committee in all the ways that are necessary to get to the point where they solicit and get responses from the RFP. He's not sure what would be the "end point" of that consultation. It might be that there's a milestone that would start phase 1 and phase 2 might be left open for additional help. He would hope that part of what Ms. LaBranche would come back with would be her thoughts on what it would take to get to the RFP process.

Planning Administrator Reed noted that she does the budget for the Planning Board. Usually, the budgets need to be ready by August with it going to the Town Administrator, and then to the Select Board in October and Budget Committee in November. The CIP Committee is going to be asking for information by June 15th with it being due by the end of July. She suggested they start with the RFQ early. She would like to get an estimate from Julie LaBranche for writing a request for proposal, so they can start getting an idea of those funds sooner rather than later.

Chair Wright clarified that the specific ask would be to write the RFQ. The committee would need a cost from Ms. LaBranche to do that.

Planning Administrator Reed confirmed.

Member Losik agreed this would be the primary goal of Ms. LaBranche's assistance. She asked if they would want Ms. LaBranche to spend any more time on the survey information that they have. Are the survey summaries that were previously provided sufficient for moving to the next step? She also asked if it's in a place where any additional information should be shared with the public.

Chair Wright stated that the data they have is going to be necessary and useful to any firm with whom they engage. He doesn't think they need to be prepared to release that information prior to some significant engagement with a particular firm.

Member Garcia commented that she doesn't think Ms. LaBranche needs to spend anymore time going over the data. Her sense is that Ms. LaBranche spent a lot of time and is sort of finished with what has been collected so far.

Planning Administrator Reed agreed. The summary and PowerPoint that Ms. LaBranche did sums up all the work that was done 2021.

Chair Wright and Member Garcia agreed.

Member Losik pointed out that Planning Administrator Reed mentioned the early dates that they have to be concerned about with the CIP, followed by the budget. If they are funding Ms. LaBranche's contract, it seems it would be funded out of this year's available money. Part of the engagement is time driven. Based on the timeline, by the end of December going into 2023, they

should be shifting to an interview process. Speaking to Administrator Reed, she asked if they are out of money by the end of December for the first part.

Administrator Reed replied that she cannot say for sure until they start to get estimates.

Chair Wright explained the baby steps are to solicit Ms. LaBranche to provide a quote for what she thinks the cost estimate will be to get to the point where the committee can solicit quotes for the consultant to write the Master Plan. If the committee wants to extend beyond the point of when the RFQ is released, perhaps there will be an optional period.

Administrator Reed pointed out that keeping Ms. LaBranche until the end of December might be a conflict. She does not think Ms. LaBranche is going to be writing the Master Plan, as she is one person and a bigger firm is needed. Ms. LaBranche will not be interviewing the applicants with the committee. The LRP Committee will sift through the applications and make a recommendation to the Planning Board.

Chair Wright stated that he thinks Ms. LaBranche should stop at the point when the RFQ is released or immediately after responses are received. He pointed out that by September, they need to have an amount for the complete rewrite, which is going to come from the respondents to the RFQ. The committee will hopefully present at the planning board meeting in September the choices.

Member Losik noted that Administrator Reed has said that the CIP Committee needs a number in the June/July time period and a budget number is needed by August.

Chair Wright explained that immediately funds are needed to hire Ms. LaBranche to help write the RFQ.

Administrator Reed pointed out that she only needs preliminary numbers for the CIP. The CIP is not finalized until later on and the committee will continue to work on the estimate for the budgeting process. She also pointed out that this will have to go on the warrant. She continued that she doesn't feel comfortable with using a range. If they are going to spend funds, she would rather hire Ms. LaBranche to write the RFQ and get it posted legally with an end date in June, so they can start getting cost estimates in by the end of June.

Member Losik clarified that they really need to get that estimate early.

Administrator Reed confirmed.

Chair Wright asked when the CIP Committee submits their first iteration.

Administrator Reed explained that it's not given to the Select Board until October/November.

Chair Wright asked what is needed earlier than September.

Administrator Reed noted that September would be fine. The committee is just going to ask for an estimate for a firm. There may be other unexpected expenses that need to be added. There will be the quotes from the firm for the rewrite, but they also have to think about what else it will incur; such as, programming, education, and printing. Those funds will need to be added onto the estimate from the firm for the end result.

Chair Wright explained that the timeline is that they write to Ms. LaBranche to ask for an estimate. The committee wants to be able to present to the full board, in order to be able to submit to the CIP for the 2023 budget. The committee has the rest of April for Ms. LaBranche to give an estimate. In May, she can write the RFQ and it will go out. Hopefully, there will be some responses in June or July to give some direction. This will put the committee in a place to be able to formalize a request to the full board at the September meeting. He thinks they are asking Ms. LaBranche to get them through to the point to where the committee will present the range of quotes at the September Planning Board Meeting.

The committee agreed.

Administrator Reed explained they are not picking a firm yet. They're looking for funds. If they get three qualifications that range from \$100,000 to \$160,000., they would plug in \$160,000. They would then put out the RFP in November/December to hire a firm. Those funds will be on the warrant for the town vote.

Chair Wright clarified the significant milestone is having a budget number in September.

Administrator Reed confirmed.

Motion by Rob Wright to approach Julie LaBranche as a consultant to provide a budgetary estimate for the funds required to get the Committee through step C in the previously noted timeline to rewrite the Master Plan. Seconded by Patricia Losik.

Member Garcia stated that she understands the RFQ will provide a lot of information. She asked where the actual RFP comes from. Is it the same as the RFQ?

Administrator Reed noted it will be different.

Chair Wright explained that the first flush is the pricing, which is the RFQ. That number is needed to put something in the budget. They'll be collecting a sufficiency of quotes to be able to say that they understand what it's going to take to get it done. The second step would be to solicit from those same people for a proposal.

Administrator Reed commented that the committee will be able to write the RFP because it's very similar to the RFQ. The difference would be the addition of the scope of work, and timeline. The RFP takes it to the next step.

Chair Wright stated that the committee's sole purpose with the RFQ is to establish a budget based on responses from credible respondents. The second step is to have them present how, ways, means and timeline. That will enable the committee to decide who to hire.

Member Garcia clarified that the RFQ and RFP are two specific steps.

The committee agreed.

Chair Wright called for a vote to the motion on the floor.

Vote: 3-0 All in favor

IV. To Do List:

- Planning Administrator Reed will contact Julie LaBranche for an estimate to get her engaged in the process of writing the RFQ.
- Committee will meet again once Administrator Reed receives the estimate from Julie LaBranche. The committee agreed to meet the first Tuesday of each month for 60 to 90 minutes.
- **Next meeting scheduled for Tuesday, May 3rd, 1:00 p.m.**

Adjournment

Motion by Patricia Losik to adjourn at 1:57 p.m. Seconded by Kathryn Garcia. All in favor.

Respectfully Submitted,
Dyana F. Ledger