

LONG RANGE PLANNING COMMITTEE MEETING

Tuesday, September 6, 2022

1:00 p.m. – Rye Town Hall

Present: Chair Rob Wright, Kathryn Garcia, Patricia Losik, Planning Administrator Kim Reed, and Land Use Board Assistant Kara Campbell

I. Call to Order

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

II. Review new draft of Julie LaBranche RFP

The Committee reviewed the revised RFP draft prepared and sent by Julie LaBranche.

Edits/Changes:

- The first bullet under primary goals (page 1): “Convey a document that is easily accessible for many users.”
Ask Ms. LaBranche to clarify what is meant by this language.
- Under project schedule (page 2): “The consultant shall produce a final draft of the Master Plan for the Planning Board to take forward to a public hearing for adoption.”
Change this sentence to read: **“The consultant shall produce a final draft of the Master Plan for the Planning Board to take through the public hearing process culminating in adoption.”**
- Under ‘Scope of Work’, Goals and Vision (D.2) – Change first sentence to read: **“The consultant shall lead the Master Plan Project Team (MPPT), which is comprised of the Planning Board, the Long Range Planning Committee and the Master Plan Steering Committee/working groups, in reviewing the current draft vision statement developed in 2021 as part of their Master Plan work and may recommend revisions or expansion of this vision statement as a guiding chapter or section of the master plan based on further public input an discussion.”**
- D.3 (page 2): Add **MPPT** and take out Planning Board
- D.4 (page 2): Add **MPPT** and take out Planning Board
- D. 5 (page 3): Add **MPPT**

- Add Member Garcia's comments numbers 1 through 3 from her email dated August 3rd to the RFP draft #4 (D.4), Data Collection and Analysis
- Add Member Garcia's comment number 4, regarding Implementation, from her email dated August 3rd as a #5 (D.5) and make 'Final Draft Plan' #6 (D.6)
- Under 'Qualifications' (Item C, page 2) – Add to the sentence: **“Provide a statement summarizing how the Consultant and/or Project Team is particularly qualified for this project, specifically include comparable projects and references.”**

III. Next Steps in Process

Chair Wright noted the next steps in the process:

- 1) Draft RFP to be presented to the full Planning Board on September 13th as part of the update for the LRP Committee, along with the list of names for the MPPT. The intent is to have the RFP affirmed by the Planning Board at that meeting. If the Board approves the RFP, it will stay in draft form through the budget process, which will start in October.
- 2) The LRP Committee will become part of the MPPT. The first Tuesday of the month will continue to be the meeting day for the MPPT. If the LRP Committee has other items that they need to address and discuss, they can do so at the end of that meeting once the MPPT has completed their work.

IV. Discuss candidates of the MPPT to make recommendations to the PB

Six names are on the list for the MPPT, which have been confirmed by the participants. Patricia Losik will be sitting as an ad hoc member. She will only be voting if she is seated to fill the seat of an absentee member.

The Planning Board will be asked to create a Master Plan Project Team, with the first meeting to start at 1:00 p.m., on October 4, 2022, with the recommended members to be appointed to the committee for a term of 24 months.

Planning Administrator Reed will ask the candidates for the MPPT to submit a short write up about their background for the Planning Board's review. She will send the candidates the summary of the meeting minutes from last year, which was prepared by Patricia Losik. She will also send them the information from Julie LaBranche (made available on August 12th) which is what drove the budget.

V. Other

- **Next meeting to be held on Tuesday, October 4th, 1:00 p.m.**
MPPT members will be asked to attend that meeting.

Motion by Patricia Losik to adjourn the meeting at 1:43 p.m. Seconded by Kathryn Garcia. All in favor.

Respectfully Submitted, Dyana F. Ledger