

POPE LAND DESIGN COMMITTEE

REGULAR MEETING

DECEMBER 20, 2021 – 11:00AM (VIA ZOOM)

1. Call to Order. Present: Tim Sinclair, Vivian Garfein, Lisa McAuliffe, Abeth Slotnick and Ray McGuire. In attendance: Curtis Rand.
2. **Approval of Agenda. So Moved** by V. Garfein, seconded by A. Slotnick and unanimously **Approved**.
3. **Approval of the Minutes of November 18, 2021.** V. Garfein noted a correction **“A Motion to Approve the 2022 Schedule of Meeting Dates was made by V. Garfein”**. A **Motion to Approve the Minutes of November 18, 2021, as amended**, was made by A. Slotnick, seconded by T. Sinclair and unanimously **Approved**.
4. Review of Planning Firm Proposals Received (as of 12/15/2021)
Five RFPs (Request for Proposal) had been sent out. Two of the firms responded that they were not available, at this time. The other 3 firms, plus 1 additional firm, responded with proposals. One proposal came from the combined team of To Design /FHI Studio / QA & M Architecture. The other proposal came from the combined team of Barton & Loguidice / Tyche Planning & Policy Group. All Commission members offered comments. R. McGuire expressed interest in both proposals. V. Garfein and A. Slotnick liked the proposal from the To Design team, in part, because of their familiarity with other local projects. L. McAuliffe offered that both proposals had the recreation aspect well-covered. T. Sinclair also like the To Design proposal for their ideas and local experience.
5. Discussion: Next Steps
C. Rand indicated that interviews of the firms selected should take place before any decision is made, at this stage. R. McGuire agreed that both firms should be interviewed; L. McAuliffe agreed, as well. A **Motion to Schedule Interviews via Zoom on the Morning of Thursday, January 6, 2022 or Thursday, January 13, 2022 (if needed)** was made by V. Garfein, seconded by A. Slotnick and unanimously **Approved**. There was additional brief discussion about possible resources for grant writing and different types of funding, in the future.
6. Public Comment
Jim Dresser asked where the proposals are available; both proposals are posted on the Town website: <https://www.salisburyct.us/pope-land-design-committee/>. Mr. Dresser suggested

asking which professionals would be doing specific parts of the proposal, asking for examples of the most similar projects, visit one of them and ask the client how it was to work with the firm. C. Rand suggested that the Commission members think of relevant questions before the January meeting so that the interview time can be managed and limited. R. McGuire indicated that he would ask what project the firm has done that most closely resembles the Pope project and what problems were encountered. Another public comment came from Lee Sullivan who asked if the public could submit a question in advance; R. McGuire answered, yes. Pom Shillingford expressed the importance of interviewing both firms to assure that the Commission has done due diligence in this process. Mary Close Oppenheimer agreed with everyone on the importance of interviewing both firms.

7. Adjournment. So Moved by A. Slotnick, seconded by V. Garfein and unanimously **Approved.**