



**Mayor
Charles C. Kokoros**

Department of Planning and Community Development

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Master Plan Steering Committee

Jennifer Wadland, Chair
Kay Young, Vice-Chair
Erin V. Joyce
Julia Flaherty
Steve Sciascia
Peter C. Herbst
Shelley North
David Cunningham
Shaynah Barnes Munro
Liz Page
Rayna Rubin

MEETING MINUTES

Master Plan Steering Committee (MPSC) – October 13, 2021

REMOTE, via Zoom

Meeting came to order at 7:08 PM

Members Present:

Julia Flaherty, Town Councilor, District 1
Steve Sciascia, Town Councilor, District 2

Kay Young, Business Owner
Peter Herbst, Business Owner
Shelley North, Business Owner
David Cunningham, Resident
Liz Page, Resident
Rayna Rubin, Resident

Members Absent:

Erin Joyce, Planning Board Representative
Shaynah Barnes Munro, Resident

Staff Present:

Melissa M. SantucciRozzi, Director of Planning and Community Development
Kenneth R. Kirkland, Asst. Director of Planning and Community Development

The Director had prepared and emailed informational packets for the Committee which included:

- Meeting Agenda – October 13, 2021
- Draft Meeting Minutes – May 27, 2021
- Draft Master Plan RFP

Introduction of New Member Jennifer Wadland & Committee Reorganization

Assistant Director Kirkland briefly introduced himself to the Committee. Director SantucciRozzi welcomed Ms. Jennifer Wadland as the new Committee member. Ms. Wadland introduced herself as a 16-year resident, and was

a member of the Resident Working Group; the Committee welcomed her. Director SantucciRozzi informed the Committee that Chair Castignetti has resigned due to other constraints, and that the Committee would need to reorganize to elect a new Chair. Member Young would remain as Vice-Chair. Member Page initiated a short discussion regarding Member Wadland's results-oriented leadership and nominated her for Chair.

MOTION made by Member Page to nominate Member Wadland as Chair; 2nd by Member Rubin.

Vote was unanimous to elect Member Wadland as MPSC Chair. Director SantucciRozzi formally passed the meeting direction to Chair Wadland.

Master Plan RFP Update

Director SantucciRozzi stated that the Town had received about forty (40) responses to the original RFP, that the Town was not satisfied, and decided to revise and re-release the RFP. Director SantucciRozzi added that conversations with RFP respondents regarding the lukewarm replies gave procedural feedback such as questions as to whether Phases would be awarded to separate Respondents, (which was corrected in the new RFP); unfortunate RFP timing with the concurrently-running Local Rapid Recovery Plan, (LRRP, of which the process recently concluded, opening up capacity to respond to RFPs); the limited response time, (of which the original four (4) weeks was simply not enough to coordinate, establish, and build the consultant "team" to respond. This was corrected to the requested 5-6 weeks); and the revision of the more-ideal and realistic timeframe to complete of eighteen (18) months, rather than the initial fifteen (15) months.

There was also substantive feedback such as negative community sentiment towards development; perceived lack of collaboration; the Town's political climate; and the recently-new administration. Director SantucciRozzi stated that the revised RFP was revised to address some of the procedural comments, and trimmed down and condensed into the key, necessary elements, as the Mayor wants to re-release it as soon as possible, and that it was on schedule to be posted in the in required areas by October 25.

Member Rubin agreed that the condensed, trimmed-down version was desirable to create a Plan unique and designed for Braintree, and wants to avoid a "template" submission. Chair Wadland inquired as to whether the 1998 Master Plan was available online, to which Director SantucciRozzi confirmed, and that the Consultant would have access to multiple other guiding policy documents, which were recently compiled and organized by Assistant Director Kirkland, and since the MPSC webpage was recently activated, would be hosted online as well.

Member Cunningham asked Director SantucciRozzi the size of the pool of consultants that do Master Plans, and if preference would be given to local consultants. Director SantucciRozzi stated that it was difficult to quantify to overall pool, but confirmed that the evaluation criteria outlined in the RFP does give preference to local respondents and/or those who have recently completed a Master Plan in Massachusetts. Member North was upset about the feedback regarding preconceived notions regarding collaboration and overall political climate, and asked if there were ways to overcome those. There was a lengthy discussion regarding the ways in which this could be addressed; Member Page stated that this was an unfortunate reality, given the prevalence of social media and highlighted the importance of public participation as early as possible. Director SantucciRozzi concurred, and added that consultants talk to each other and conduct substantial online research before approaching potential clients; Member Rubin suggested that this could be addressed by the inclusion of a "statement of good faith" in the revised RFP; Member Rubin volunteered to draft a paragraph that could be included, and reviewed by the Chair. Chair Wadland, having experience in more technical RFPs, suggested a pre-bid meeting to address these issues. Director SantucciRozzi stated that pre-bid meetings were usually held for larger-cost projects, (roadway infrastructure, building construction, etc.) but stated that if the Committee felt it was warranted, it should be held half-way through the solicitation process, and added that if it was added to the RFP, it would legally have to be held, regardless of actual attendance, and any answers asked, would need to be posted online. Regarding overall public participation and commentary inclusion, Director SantucciRozzi added the Consultant would setup and monitor a website for public commentary throughout the Master Plan process as well.

Member Herbst inquired if the Committee should meet at some point during the solicitation to see the number of Respondents. There was some discussion regarding how to accomplish this, but Director SantucciRozzi cautioned the Committee of appearing to favor any particular Respondent, as it was ultimately up to the Mayor, under advisement from the Evaluation Committee, (on which Members Rubin and North were chosen to be representatives at the May 27 meeting).

Regarding the pre-bid meeting, Councilor Sciascia added that the Committee should vote to authorize a Member, (usually the Chair) to speak on their behalf, to avoid any issues.

MOTION made by Councilor Sciascia to authorize Member Wadland as Chair to speak on behalf of the MPSC at the pre-bid meeting; 2nd by Member Page.

Vote was unanimous to authorize Chair Wadland to speak on the MPSC's behalf.

Councilor Sciascia also added that since public participation was critical to the Master Plan process' success, establishing regular, preferably in-person meetings give the public the best opportunity to submit comments, as he referenced a recent Town Council meeting where someone had a Master Plan comment, and if a Committee email w/could be established. Director SantucciRozzi added that the public participation at this early stage in the solicitation process was quite early, and that the substantive public participation events would be held in person later in the Master Plan process, once a Notice of Award has been sent from the Mayor's Office.

There was some further discussion on minor points, and the Committee felt that the revised RFP, with the discussed additions, (and procedural revisions) was better-suited to get a greater number of quality responses.

MOTION made by Member Rubin to approve the RFP as revised, with 1): the additional "statement of good faith" to be drafted by Member Rubin and reviewed by the Chair; and, 2): the pre-bid meeting for a date to be coordinated and determined by Chair Wadland and Director SantucciRozzi; 2nd by Member Sciascia.

Vote was unanimous to approve the RFP as revised, with the additional two (2) items.

Approval of Meeting Minutes – May 27, 2021

MOTION made by Councilor Sciascia to approve the Meeting Minutes of May 27, 2021 as written; 2nd by Members Cunningham and Page simultaneously.

Vote was 6-0-1, with Chair Wadland abstaining due to not being a Member at the time of that meeting, and Councilor Flaherty and Member Young having left the meeting at approximately 7:30 and 8:15, respectively.

Adjournment

MOTION made by Councilor Sciascia to adjourn the Meeting; **SECONDED** by Member Cunningham.

Vote was unanimous to adjourn at 8:38PM. The record to show that Members Flaherty and Young left the meeting at approximately 7:30 and 8:15, respectively.

Next Meeting: December 8, 2021, REMOTE, via Zoom

Respectfully Submitted,

Kenneth R. Kirkland, Planning and Community Development