

## Sunset Committee (SC) Meeting Minutes

**Location:** CI Historical Society  
**Date:** 2/17/2014  
**Present:** Beth Howe, Thor Peterson, Donna Damon, Ken Hamilton, Susan Stranahan, Sam McLean, Mary Holt (chair)  
**Absent:** Tom Calder, , John Wilson, Will Lund, Paul Belesca  
**Public:** Carol Sabasteanski (also Secretary), Milo Matrazzo (joined at 7:10 PM)

Chair, Mary Holt, called the meeting to order at 6:00 PM.

### Minutes of Previous Meeting

A motion was made (Stranahan), seconded (Hamilton), and unanimously voted to approve the minutes of the February 3, 2014 meeting.

### Elect Vice Chair

A motion was made (Hamilton), seconded (Howe) and unanimously voted to elect Susan Stranahan as the Vice Chair of the Sunset Committee (SC).

### Chairman's Report

Mary reported that the Board of Selectmen (BOS) accepted the budget proposal submitted by the SC. The BOS agreed to advance the SC \$5,000 for the spring survey work from the "contingency fund". It also voted to spend \$10,000 for the "paper streets" survey and endorsed the plan to integrate this survey with the SC evaluation plan in order to avoid duplication and reduce overall costs. The BOS will appoint a separate committee to evaluate the paper streets survey results.

Mary referred committee members to the "Possible Next Steps" detailed in the agenda. She invited discussion from the committee regarding the approach. During the discussion, she reviewed the materials distributed prior to the meeting which included a proposed RFP (with attachments) and a number of informational items.

### Request for Proposal

A motion was made (Howe), seconded (Stranahan) and unanimously voted to develop an RFP for the complete evaluation of the Sunset property. (Rather than receive proposals for the "spring work" and "paper streets" separately).

The committee reviewed the draft RFP and offered suggestions, which Mary will incorporate. She will distribute revisions to the committee for comments.

The committee agreed that it would issue the RFP to a maximum of 10 firms. Donna, Beth, and Mary will develop a vendor list.

The committee agreed that it should engage a consultant to assist in evaluation of the proposals. Donna will ask Bill Shane for possible candidates. Once the consultant has been secured and potential vendors identified, the RFP will be released.

### Other

Milo Matrazzo asked a number of questions regarding the purpose of the committee - to which the Chair responded.

A motion was made (Hamilton), seconded (Stranahan) and unanimously voted to adjourn the meeting at 7:47PM.

The next committee meeting will be Monday March 3rd at 5:30PM at the Historical Society.

Respectfully submitted,

