

OPEN SPACE COMMITTEE

THURSDAY, FEBRUARY 13, 2017

SELECTMEN'S HEARING RM., 2ND FLOOR at 6:30 pm

MARSHFIELD TOWN HALL, MARSHFIELD, MA

A meeting of the Marshfield Open Space Committee ("the Committee") was called to order at 6:39 pm. Chairperson Karen O'Donnell (KO), members Chad Haitsma (CH), Chris Ciocca (CC), Sue MacCallum (SM) and Vicki McPherson (VM) were present. Bob Shaughnessy (BS) was absent.

Also present were residents, Thomas Whalen and Bert O'Donnell and Conservation Administrator, Bill Grafton. Committee member Bob Shaughnessy entered the meeting after the Horsley Witten interview and stayed through the deliberations but abstained from voting.

The Committee reviewed the prepared interview questions and decided that Committee members would ask each firm, in round-robin fashion, as many of the prepared questions as time permitted.

The Committee reviewed regular and executive session minutes for January 26, 2017. KO made a motion to accept the regular and executive session minutes for January 26, 2017 as written. Seconded by SM. CC, CH, SM and KO voted to accept. VM abstained.

The next meeting date was tentatively set for March 2nd. A more definite date will be determined after the interview and selection process for hiring the Open Space and Recreation Plan ("OSRP") update consultant is complete.

At 7pm Nate Kelly and Krista Moravec, representatives from Horsley Witten Group, Inc., entered the meeting. They introduced themselves and gave a brief background of the firm and the proposed project team. Nate identified some of the communities that they have worked with on OSRPs: Billerica, Stoughton and Bourne. Nate will be the Principal-in-Charge and Krista will be the Project Manager, if chosen.

The interview process proceeded with Committee members and the Conservation Administrator asking prepared questions of the Horsley Witten representatives. (See attached)

At 7:55, the Committee ended the interview and thanked the Horsley Witten representatives for their participation in the interview process. Mr. Kelly and Ms. Moravec left the meeting.

The Committee broke for a few minutes and at 8:10 welcomed BSC Group, Inc. representatives Ingeborg Hegemann, Principal-in-Charge, Jef Fasser, Project Manager, Alexandra Echandi and Matthew Creighton.

BSC Group Inc. used a power point presentation to provide background on their firm, their experience working on OSRP updates and to acquaint the Committee with the team that will work on our OSRP update, if chosen.

The Committee followed the same interview format as with Horsley Witten Group. At 9:15 pm, the Committee ended the interview and the BSC Group left the meeting.

Before deliberations commenced, a preliminary vote was taken to see what direction the Committee was headed. This vote initiated extended discussion with Committee members and the Conservation Administrator expressing their impressions of both firm's proposals, experience, the proposed timeline and confidence in the ability of the selected firm to complete the project on time.

After another preliminary vote and continued discussion, a final show of hands indicated that Horsley Witten Group was favored 3-2 over BSC Group, Inc. (CH and CC for BSC Group. VM, KO and SM for Horsley Witten Group). After motion duly made and seconded, it was voted to accept the Horsley Witten Group proposal for consulting services to update the Town of Marshfield's 2010 OSRP. KO will meet with Rocco to open the bid envelope and will contact Mr. Kelly and start the contract process.

At 10:30 pm KO made a motion to adjourn. Seconded by SM. All members voted in favor. **Submitted by Karen O'Donnell**