

Charlene Andersen was acting chair and opened the meeting at 6:40 PM. Other members in attendance were Joe Clough and Susan Mooney who was acting secretary.

The purpose of this meeting was to craft a Request For Proposals (RFP) for a 2011 Master Plan Revision. Subcommittee members used the "Town of Londonderry, NH Request for Proposals 2004 Master Plan Revision" as a template.

Following are summary notes of the edits made:

- All references to the "Town of Londonderry" were replaced with "Town of Nottingham", including the town logo on the cover sheet. "Master Plan Steering Committee" was replaced with "Master Plan Subcommittee". "Update" was replaced with "revision".
- All dates and times were struck and replaced with "XXXXXXX".
- Mailing addresses and contact persons will be corrected for Nottingham.
- The following Chapters were deleted from the original: IX. *Proposal Preparation*, X. *Format for Proposals*, and XII.
- The table of contents was edited to reflect the above changes and repaginated.
- III. SCOPE OF SERVICE was edited to reflect Nottingham and text was reduced from the original. Verbiage was inserted to direct the planner to reference the 2011 Master Plan Document and that specific direction would be provided by the Subcommittee meeting minutes as supporting documents.
- IV. PUBLIC PARTICIPATION and V. TOWN OF NOTTINGHAM STAFF INVOLVEMENT were edited to reflect Nottingham's outreach and personnel involvement and the proposed sequence of meetings and hearings.
- VI. PROPOSAL SUBMISSION will be edited by staff.
- VII. REVISIONS TO THE REQUEST FOR PROPOSAL and VIII. LIMITATIONS OF LIABILITY were retained as written.
- X. RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES and XI. PROPOSAL EVALUATION AND SELECTION were both kept with edits noted in first bullet above.
- ATTACHMENT A, PROPOSAL FORM, will be modified by staff and town counsel.

Mooney will make edits to the Londonderry RFP template and send it to Subcommittee members and the Land Use Clerk so it can be reviewed by all Planning Board members and staff.

MINUTES: The minutes of February 19, 2019 were reviewed. Clough moved to accept the minutes as read; Andersen seconded the motion. All three (3) votes were in the affirmative.

It was moved by Andersen and seconded by Clough to adjourn. The meeting was adjourned at 7:30 PM. No future meeting of the Subcommittee was scheduled until after Planning Board review.

Respectfully submitted,

Susan P. Mooney, Acting Secretary.

This is a draft document. These minutes were accepted as read/ corrected at the meeting held on \_\_\_\_\_.

DRAFT