

Town Council Workshop Meeting Minutes November 13, 2019

The meeting was called to order at 6:02 pm.

Roll Call

Councilors Johnson, Cahan, Asherman, Kuhn, Trickett, and Hemphill were present and answering roll call. Councilor De Lima was absent.

Item 1 Workshop to discuss:

- **comprehensive plan visioning process**
- **update on property revaluation RFP process**
- **review November 18, 2019 Town Council workshop agenda**

Nathan Poore, Town Manager, said that the town received three proposals for the revaluation project. Town staff and the Cumberland County Assessing staff conducted the interviews. They believe that KRT Appraisal is the best qualified. Town staff recommend conducting a property assessment market analysis before conducting the revaluation. Staff think that Vision Government Solutions is the most qualified to do the study. Vision will provide the Council with different pricing options for consideration. The next step will be Mr. Poore presenting the pricing options for the study to the Council.

Councilor Cahan said she was glad that three companies submitted bids. Mr. Poore said that all three bids were clustered closely.

Chair Kuhn said wanted to see the different scopes for the market study described in more detail at a Council meeting. Other Councilors agreed.

Councilor Asherman thought the market study was a smart idea.

Councilor Hemphill asked whether surrounding towns are doing revaluations? Mr. Poore said Gorham is about to start a revaluation, but he did not believe that two towns conducting revaluations at the same time would overburden the regional assessing staff.

Councilor Trickett asked what the information from the market study could tell the Town? Mr. Poore said that it could indicate that the Town does not need to conduct a revaluation at this time. He also felt that it puts the public on notice in advance.

Chair Kuhn asked what the market study would cost? Mr. Poore said that a rough estimate might be \$10,000. She clarified that she was asking about if there was a cost to the Town of having Vision provide different scope/pricing options. Mr. Poore said there would not be a cost for having Vision develop pricing options.

Councilor Trickett asked what the risks would be of getting off the revaluation schedule to do the market study? Mr. Poore said that would be a question for the company that the Town hires to do the revaluation.

Councilor Trickett asked if Mr. Poore could ask Vision if the market study could bleed into the full revaluation? Mr. Poore said he would.

The Council desired to hear more about the revaluation project process at the December 9 meeting.

Chair Kuhn asked for feedback on the Council's vision for the structure and content of the November 18 meeting. She said the Council would be discussing questions such as: What body should be working on the comprehensive plan? What kind of staffing would they need?

Councilor Cahan felt that a directed conversation with scenarios would be beneficial. Councilor Hemphill agreed.

Councilor Trickett asked about the timeline for the RFQ for a consultant to lead the visioning process. He felt that the responses to the RFQ would be an important element of the conversation about the comprehensive plan update process moving forward. Councilor Asherman said it is an RFQ not an RFP so the responses might not provide specific guidance. Councilor Cahan thought the responses would be a mix of presenting qualifications and providing feedback. She felt it would be important for the Council to have thought through its expectations thoroughly before meeting with the respondents. Councilor Johnson said that the RFQ responses might guide the conversation. Seeing what the qualifications are might cause the Council to have to change directions. Chair Kuhn said that the RFQ had been drafted and Councilors had provided feedback. She suggested presenting the RFQ at the December 9 meeting and tying it with a resolution. Councilors discussed whether there was a need for a resolution. Councilor Trickett hoped that companies who had conducted visioning processes before would respond to the RFQ and could share how they had done it.

Theo Holtwijk, Director of Long-Range Planning and Economic Development provided copies of the draft RFQ and the invitation/listserv posting list. He felt that a month response time for submission would be enough. The selection process would be up to the Council. He reminded the Council that this is an RFQ not an RFP. It is asking for a statement of qualification not a scope of work.

Councilor Trickett asked if Town staff had consulted with any other municipalities about who they have used. Mr. Poore said that he is aware of many of the consultants on the list and some have done previous projects for Falmouth. Councilor Trickett said that the list included a lot of local people who are not necessarily specialists in this type of work. He felt it might be helpful to expand the list to a broader geographic area. Mr. Holtwijk said the Northern New England Association of Planners was included in the list. He would reach out to the Massachusetts and national chapters. Mr. Poore said that there are companies that scrub websites looking RFQs for their clients to respond to. Councilor Cahan said that GPCOG is using a company based out of Virginia.

Councilors further discussed what responses and information could be anticipated from the RFQ.

The Council decided to present the draft RFQ alongside a resolution at the December 9 meeting.

Chair Kuhn said Jay Reynolds, Public Works Director would present a primer on road construction at a future workshop meeting.

The Council discussed possibly inviting school groups celebrating accomplishments to attend Council meetings to receive resolutions.

Adjourn

The workshop adjourned by consensus at 6:51 pm.

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Respectfully submitted,

Marguerite Fleming
Recording Secretary