



TOWN OF NORTHBOROUGH PLANNING BOARD

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Approved 06.09.20

Planning Board
Town Hall, Conference Room B
Meeting Minutes
March 10, 2020

Members in Attendance: Kerri Martinek, Chair; Amy Poretsky, Vice Chair; Michelle Gillespie; Anthony Ziton; Mille Milton

Members Absent: None

Others Present: Kathy Joubert, Town Planner; Fred Litchfield, Town Engineer; Scott Charpentier, DPW Director (audience attendees - see attached sign in sheet)

Chair Martinek called the meeting to order at 6:00 p.m.

Sign 200 School Street Site Plan Approval Decision – Having no edits, the Decision was signed by the board.

ANR – Whitney Street Property – Ms. Joubert explained that the lot lines were re-established by the new owner. Ms. Martinek signed and dated the plans.

Continued Public Hearing for 425 Whitney Street Special Permit Site Plan Approval and Special Permit per Groundwater Protection Overlay District:

Applicant: Steris A.S.T.
Engineer: VHB
Date Filed: September 17, 2019
Decision Due: 90 days from close of hearing

Ms. Joubert previously prepared a Request for Proposal for the board to review. Scott Charpentier (DPW Director) who does a great deal of Chapter 30B procurement for the town, said it would be a Request for Qualifications rather than a Request for Proposal. Mr. Charpentier reviewed and revised it, and was invited to attend to explain why and how it was written.

Mr. Charpentier said the scope was clear and precise and noted that it is very difficult to provide a price on unknowns, e.g., the number of meetings, submissions, requirement for expert testimony if there was an appeal. He spoke with Ms. Joubert about what would provide the board with the services they wanted, which is experts in the field as outlined, and what would provide the applicant with what they required, which are timely reviews; a Request for Qualifications would be the logical process to follow. In accordance with Chapter 30B, architectural and engineering services are exempt from procurement. The board is looking for a

single application review. Price negotiations are based on the scope; a fee table is included. The focus is on expertise first and responsiveness second.

Ms. Martinek asked if language was needed for the right to reject subcontractors. Mr. Charpentier did not see a need to challenge a subcontractor. The point of contact is Ms. Joubert; she will notify the applicant and an account will be created for the funds. Ms. Martinek wants to be included in the initial meeting or phone call for the scope of work. Attorney Brian Falk (Mirick O'Connell) hoped that the scope did not become a revolving door of questions with the peer reviewer; they answered the questions, they are reviewing that exchange, any new or additional questions that may come up, if there are, would be at a later date, and it's not going to be a rolling question and answer period. Ms. Martinek said it was a consolidation from prior meetings and it should be final. Additional questions would be incorporated with an Addendum.

Ms. Poretsky said one of the questions in the original memo was for the consultant – for the Board to ask of them is there anything the Board may have missed. Ms. Joubert said everything that is listed in the RFQ is from the Board's first letter to Steris; the applications; site plans; Steris' response; the board's second letter (to be discussed tonight), and Steris' response to that.

Attorney Falk is looking for a defined scope so it is a peer review, not rolling questions and answers; he does not want it to be open-ended. He commented on language that states in part "the town retains the right to solicit additional consulting services beyond the scope of the subject matter of this RFQ..." He said if it is boiler plate language, that's fine, but wanted to know if this is the peer review or if there is more coming. Mr. Charpentier said it is boiler plate language in the event an applicant comes in with specific analysis needs.

Ms. Joubert said if the board had any edits to make to the second letter the Board will be sending to Steris and if not, she will forward the information to Steris who will begin their response. Once the response is received, she will send out the Request for Qualifications for the peer review.

Ms. Gillespie asked what type of fuel would be used for the generator in the event of a power outage, would it be natural gas? She wanted a question added relating to power source. Ms. Martinek thought the ability to read regulations and terminology should be specified. The ability to read regulations and terminology will also be included in the RFQ. There were no public comments.

Ms. Poretsky made a motion to accept the memo regarding the request for additional 425 Whitney Street Site Plan information dated March 10, 2020; Mr. Ziton seconded; all voted in favor; motion approved. Ms. Milton made a motion to continue the public hearing to April 7, 2020 at 7:00 p.m.; Ms. Gillespie seconded; all voted in favor; motion approved.

Ms. Gillespie made a motion to adjourn; Mr. Ziton seconded; all voted in favor; motion approved. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Melanie Rich
Board Secretary

