

MINUTES OF THE
SUBCOMMITTEE FOR RFP REQUIREMENTS FOR
LONG TERM PLANNING CONSULTANT
June 17, 2014

The meeting was called to order at 6:10 p.m. at the Administration Building with the following in attendance: Jennifer Ahearn, Neena Savage, Celeste Mullane, Mary Iadevaia, and Camille Vella-Wilkinson

Review of the Minutes for the meeting of June 3, there were no amendments and the following motion was made:

MOTION 2014-11: Moved by Ms. Ahearn, seconded by Ms. Vella-Wilkinson, to accept the Minutes of June 3, 2014.

MOTION PASSES (5-0)

[Ayes: Vella-Wilkinson, Savage, Mullane, Iadevaia, Ahearn]

Discussion when the School Committee will receive the final draft of the RFP so it can be reviewed and discussed at the July 15th School Committee Meeting. Ms. Ahearn will be sending the draft to the: Warwick School Committee members, School Administration (Dr. D'Agostino, Ed Place, Anthony Ferrucci, and Rosemary Healey), and RIDE (Joe da Silva). Ms. Savage will respond to Ms. Cruz-Abreu at the City Planning Department, requesting any comments by June 30th. She will send the most recent version to the Warwick Planning Department for review, (which will incorporate the changes/additions/corrections made this evening). There was also discussion about presentation to the School Committee and if a website should be created. A spokesperson should be designated and Attorney Healey will be consulted. Any comments that are e-mailed to Ms. Savage that are made by School Committee members will be incorporated into a list of comments (without party identification) so that Open Meetings laws are not violated.

Review and discussion of the proposed draft (#10). The following is a summary of the discussion:

- Project Goals #2 – add “*Any proposed solution(s) should be consistent with the city of Warwick’s Comprehensive Plan.*”
- Project Goals #3 – Complete an on-site assessment *or confirmation*
- Project Goals #6 – removing the words “capital investments”
- Project Goals adding a #10 – reading: *Develop options for a format(s) for communicating the Plan to the community and identify the cost associated for that format (including a website, telephone and/or other method of communication*
- #2 under F. Annual Review.... adding wordage “*any barriers, along with solutions to those barriers, ...*” after word implementation
- G. Primary Contact The School Committee Representation shall be *the Chair of the Warwick School Committee*
- H. (School Committee’s Responsibility) removed
- I. (Administration Responsibility) removed
- L. (Scope of Agreed Upon Procedures) removed
- M. (Requirements) removed
- III. A. Submittal of Proposal (Note: defer to school department Chief Budget Officer for confirmation and comment)
- Under A. Submittal of proposal – proposals should be addressed to Bethany Furtado, Chair, at 34 Warwick lake Ave., Warwick, RI 02889

- The following will be added to B. 2. e. – *The fee proposal shall also include a detailed itemization of costs for all elements and tasks necessary for the completing the RFP (including but not limited to, for example, studies to be performed, analysis to be conducted, assessments, communication costs, etc.) This is necessary to assist the School Committee in prioritizing RFP goals based on feasibility cost.*
- The Table of Contents will be corrected

MOTION 2014-12: Moved by Ms. Ahearn, seconded by Ms. Vella-Wilkinson, that it is agreed to submit document Version #11 of the Request for Proposals as discussed.

MOTION PASSES (5-0)

[Ayes: Vella-Wilkinson, Savage, Mullane, Iadevaia, Ahearn]

MOTION 2014-12: Moved by Ms. Ahearn, seconded by Ms. Vella-Wilkinson, to disseminate proposed RFP (#10) as discussed at the beginning of this meeting.

MOTION PASSES (5-0)

[Ayes: Vella-Wilkinson, Savage, Mullane, Iadevaia, Ahearn]

MOTION 2014-13: Moved by Ms. Ahearn, seconded by Ms. Vella-Wilkinson, to go into public comment.

MOTION PASSES (5-0)

[Ayes: Vella-Wilkinson, Savage, Mullane, Iadevaia, Ahearn]

Public Comment: Martha Cruciani remarked that she is knowledgeable about getting grant money for construction of trails like Oakland Beach, and would like to see incorporated any facility grounds that would be suitable for outdoor activities, highlighting trails. David Testa commented that once the document was presented and accepted by the School Committee, then it is a public document, and when it is up and ready he would like a copy.

MOTION 2014-14: Moved by Ms. Ahearn, seconded by Ms. Vella-Wilkinson, to close the public comment.

MOTION PASSES (5-0)

[Ayes: Vella-Wilkinson, Savage, Mullane, Iadevaia, Ahearn]

The next meeting is to be held on July 8th. At that time we will have feedback from the administration, City Planning and RIDE, and the proposal can be forwarded to the School Committee.

MOTION 2014-15: Moved by Ms. Ahearn, seconded by Ms. Vella-Wilkinson, to adjourn the meeting.

MOTION PASSES (5-0)

[Ayes: Vella-Wilkinson, Savage, Mullane, Iadevaia, Ahearn]

Meeting adjourned: 8:10 p.m.