

Kent Park and Recreation Commission
June 26, 2019 Parks Master Plan Subcommittee Meeting Minutes

Present: Blythe Everett, John Grant, Abigail Smith Hanby, Fran Goodsell, Connie Manes

Public & Invited Guests: None

The Subcommittee meeting was called to order at 6:37pm.

Acceptance of minutes of April 15, 2019 Subcommittee meeting: Mr. Grant made a motion to approve the minutes from the April 15 Subcommittee meeting. Ms. Goodsell seconded the motion.

Ms. Smith Hanby initiated the discussion by reiterating that the purpose of the meeting was to review the draft RFP/Q for presentation to the full Park and Recreation Commission at the next regular meeting, scheduled for July 15 at 7:00pm. All members of the Subcommittee are asked to attend that meeting as invited guests, who will help to present the RFP/Q and respond to questions.

Ms. Manes asked whether we should have a budget number or specific budget range in mind for the master plan and whether this number should be communicated to the full Commission and/or to master planning candidates ahead of time. Ms. Smith Hanby said that typically, selection is made based on the quality of the proposal, and then fees can be negotiated or adjusted if they are too high. She said she would prefer to present the proposals for consideration as “fee blind” which is why the RFP/Q suggests that candidates submit budget particulars under separate cover. Members agreed that the approach, scope of work and list of deliverables are reasonable. Ms. Manes said that we will be able to identify potential cost savings or negotiable/removable items once we review the proposals.

The Subcommittee undertook a thorough review of the draft RFP/Q. Ms. Smith Hanby read the draft aloud line by line; clarifications, edits and revisions were contributed by all members. The draft is now considered to be a finalized document. Mrs. Everett will send a PDF of the finalized document to Lesly Ferris, who will share it with all members of Park and Recreation Commission via email on Friday, July 12 with a notation that all commissioners need to read the document carefully before the next regularly-scheduled Commission meeting on July 15, 2019. At that meeting, we will also discuss securing funding for advertising in search of a master planning firm.

The next meeting of the Parks Master Plan Subcommittee has not yet been determined. Our meeting needs and agenda will depend at least partly on review of the Subcommittee’s completed RFP/Q by the full Park and Recreation Commission at the regularly-scheduled meeting on July 15, 2019.

Mr. Grant made a motion to adjourn the meeting at 7:50pm.

Blythe Everett
Subcommittee Secretary

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