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Community Preservation Committee
MINUTES OF THE January 17th, 2023 MEETING
RFQ Consultant Working Group
Held Virtually using Zoom Online Software

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Members Present:

Jenny Raitt
Nancy Heller, Chair
David Lescohier, Vice-chair
Clara Batchelor

Members Absent:

Staff: Tina McCarthy, Dave Geanakakis

Ms. Heller opened the meeting at 12:04 PM.

Minutes of 12/14/22

Mr. Lescohier moved to approve the minutes of 12/14/22. Ms. Batchelor seconded the motion.

David Lescohier- yes; Clara Batchelor- yes; Jenny Raitt- yes; Nancy Heller- yes

Consultant Interview

Members reviewed the procedures for the consultant interview and finalized the following questions to be asked:

- Could you explain your process and how you see this project unfolding?
 - What is the division of labor within the project team?
- In reviewing your proposed project scope, we noticed that there are a lot of meetings. Could you walk us through the proposed meetings and why they are necessary?
 - If you had to eliminate some meetings, which would you pick and why?
- Could you review the timeline for the deliverables outlined in Phase 2?
- Please explain the translation and sign printing services that you offer. How does this work fit in to your project plan?
- We currently have one half-time staff person for CPA and are aware that the staff needs may change after we start accepting applications and administering projects. In your experience, what would “full staff” look like for a program of our size?
 - Will the plan include staffing recommendations?
- Brookline has a strong commitment to Climate Action but there is no funding category for environmental sustainability in CPA. In your experience, how have other

43 communities carried sustainability goals through the project application and funding
44 process?

- 45 • Can you talk about how short and long term goals may be useful in a plan, and how
46 these have been prioritized in other communities you have worked with?
- 47 • We reviewed your CPA plan for Boston and were impressed with the contents and
48 scope. This was not the first CPA plan created for Boston, can you talk about the
49 existing planning context when you began your work and what the goals were?
 - 50 ○ The Boston CPA plan notes that there was no existing Historic Preservation Plan
51 in place when it was completed. What challenges did this present and how did
52 you address them?

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54 **Next Steps-** The subcommittee will meet Thursday at 3:30 in the Denny Room for the
55 interview. In the case that any member is unable to attend in person, the zoom meeting link is
56 also available on the agenda. Staff will send the questions along with the agenda in a follow up
57 email. Ms. Heller will facilitate the interview and call on members to ask questions.

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59 **Other Business**

60 None

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62 The meeting adjourned at 1:01 PM.