



# Town of Plymouth

Planning Board Meeting  
Plymouth Town Hall  
Plymouth, NH 03264

## October 2, 2014

### FINAL Approved 11-6-14

**MEMBERS PRESENT:** Mike Ahern (Chair), John Randlett (Vice Chair), John Kelly, Jack Scarborough, Bill Bolton (Select Board Rep.)

**OTHERS PRESENT:** Sharon Penney, Plymouth Town Planner

**CALL TO ORDER:** Mike Ahern called the meeting to order at 6:30 p.m. Roll call of members was completed.

**GENERAL PUBLIC COMMENTS:**  
None

**ADMINISTRATIVE MATTERS:**

**Review of September 4<sup>th</sup> and September 18<sup>th</sup>, 2014 minutes.**

- ❖ Jack Scarborough made a motion to accept the September 4<sup>th</sup>, 2014 minutes as written, seconded by John Randlett. All in favor.
- ❖ Jack Scarborough made a motion to accept the September 18<sup>th</sup>, 2014 minutes as written, seconded by John Randlett. All in favor.

**CORRESPONDENCE:**  
None

**NEW BUSINESS:**  
None

**UNFINISHED AND OTHER BUSINESS:**

**Review RFP for Master Plan update consultant.**

- ❖ Sharon Penney stated that she has created a template for the consultant RFP from information she received from Paul Wilson and the other board members at

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the September 4<sup>th</sup>, 2014 meeting. She handed out copies to the board members to review.

- ❖ Bill Bolton asked what the board would be looking for from respondents to the ad for a consultant.
- ❖ Sharon Penney stated proficiency in the criteria as requested in the RFP document and their estimated cost for being a consultant. She stated that this form is like a job application to solicit applicants and then weed them out.
- ❖ Bill Bolton asked if this process is going to be the same as the last time they had to do this.
- ❖ Sharon Penney stated that she isn't familiar with what occurred six years ago but has had experience with this process. She left certain items out of the RFP as originally suggested as they were secondary tasks and not relevant to the master plan process per se. The Master Plan is supposed to be an overview. She noted that some of the comparative analyses that Paul Wilson requested are usually not part of a Master Plan. The board can decide later on if they want more comparative analyses done to build on the Master Plan.
- ❖ John Randlett feels the Master Plan is looking towards the future and having comparatives from other towns will help in this process.
- ❖ John Kelly asked what kind of charts and graphs they will be looking for.
- ❖ Sharon Penney stated that this process is like hiring someone for a job. You give them a job description and once they are hired you sit down with them and give them specifics that you are looking for.
- ❖ John Kelly would really like to see a graph for the number of residents verses the number of students.
- ❖ Mike Ahern believes these raw numbers are in the existing Master Plan. He feels this document looks good and he cannot think of anything else to add at this point. He asked Sharon if she knows how many people might apply.
- ❖ John Randlett feels the document looks great.
- ❖ Sharon Penney stated they do need more GIS mapping information, along with charts and graphs. She is not sure about how many people will apply, however, she will be putting the ad in several different locations including different professional groups and local newspapers.
- ❖ The board feels they can move forward with the process of putting the ad out.
- ❖ Sharon Penney stated they will get the process moving and by the New Year they will have a consultant in place to start the next step in the process.
- ❖ Jack Scarborough made a motion to accept the update to the Master Plan RFP for the procurement of consultant as written, seconded by John Kelly. All in favor.

#### **PUBLIC COMMENTS:**

None

#### **ADJOURNMENT:**

- Jack Scarborough made a motion to adjourn; motion seconded by Bill Bolton. All in favor. Meeting adjourned at 6:49pm.

#### PLEASE NOTE:

The public is invited to attend all meetings of the Planning Board. During official public hearings, the public is welcome to speak. For other items the public may speak at the discretion of the chair/board. Files on the

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applications and items above are available for inspection in the Planning Department in Town Hall, from 8:00 a.m. to 4:30 p.m., Monday through Friday. These applications and items are subject to change prior to final action. Contact the Planning Department if you have questions or comments about these or any related matters or if you have a disability requiring special provisions for your participation at 536-1731 or you can e-mail the Town Planner, Sharon Penney at: [spenney@plymouth-nh.org](mailto:spenney@plymouth-nh.org).

Respectfully Submitted,  
Lisa Vincent