

Newtown Borough Planning Commission
Meeting Minutes
Specially Called Meeting, Tuesday March 23, 2010

Present: Warren Woldorf, Chair; Paul Salvatore, Vice Chair; Debbie Donofry, Gerri Lumpkin, Paul Snyder, Bill Heinemann; Mike Sellers, Borough Council liaison. Regrets: Kris Bauman.

Chair Warren Woldorf called the meeting to order at 7:00 PM in Borough Council Chambers.

New Business: No items of new business were scheduled.

Old Business: The Commission discussed responses received from consultants to review the proposed modifications to the Borough's Traditional Neighborhood Development (TND) ordinance. Four were originally contacted. Two declined (Bucks County Planning Commission, and Phillips Preiss Grygiel LLC). Two responded (Mark Evans, and Carter Van Dyke Associates). Chairman Woldorf asked Commission members for comments. Kris Bauman's comments were received in advance of the meeting, suggesting negotiating with Mark Evans based on his proposal.

Paul Snyder: both proposals are similar, qualified, and thorough. He liked CVDA, but wondered if there is a budgeted amount we should be considering. Chair Woldorf suggested having the discussion on the responses first before considering the budget. Paul Snyder feels we should negotiate with both firms.

Gerry Lumpkin: both proposals are good. CVDA has more detail, taking into account design standards. She likes Mark Evans' approach, and who would work on it. PowerPoint may not be needed – a negotiating point?

Debbie Donofry: both would be qualified, and she also favors negotiating. She feels the Mark Evans proposal had better task-level breakdown.

Paul Salvatore: overall agrees with previous comments, and feels it boils down to expense and negotiations.

Bill Heinemann: yes to the previous comments, but he is disappointed that neither proposal sufficiently considered the fact that we have a draft updated TND ordinance, which was included with the RFP package. CVDA did refer to the draft ordinance; Mark Evans did not. We should scale the scope back considerably. There were math errors and considerable confusion in CVDA's quote page, A10.

Warren Woldorf: CVDA responded to the Borough's needs, more directly responding to the RFP. He liked their emphasis on including street design standards in the TND.

The amount budgeted for professional consultant fees for this activity is \$7000, a figure that does not include Borough engineer or contracted consultants' time. The Commission discussed whether the Bucks County Planning Commission will charge for their MPC review, which is an allowance included within the figure above; Chair Woldorf will find out. Other questions discussed included: Will the amount be available from the Borough budget given this year's extraordinary snow removal costs? Does what we're looking for really justify a \$7000 expense?

For now, the Commission has \$7000 to work with, but generally agreed that given the draft TND as a starting point, that full amount may not be justified.

Finally, the Commission discussed significantly reducing the requested scope of services being sought and re-issuing a revised RFP, using the current draft TND as a starting point and roughly corresponding to Mark Evans' Task 4 and CVDA's Task 3.0. Some preparatory work will probably be needed as well. Paul Salvatore made the following motion, and Paul Snyder seconded: Warren Woldorf will word a new reduced scope of work for a revised RFP, and present it to the two firms (CVDA and Mark Evans) as well as the Bucks County Planning Commission. The Commission will review and discuss what comes back in the next, regularly scheduled meeting on April 5, 2010. The motion passed unanimously.

With no further business to discuss, the meeting adjourned at 8:05 pm.

Respectfully Submitted,

Bill Heinemann, acting secretary