

**Comprehensive Plan Committee Meeting
6/12/13 and 6/17/13 Summary Minutes - DRAFT**

Attendees: Harvey Heyser, David Rosen, Karene Motivans, Kathryn Bragg-Stella, Steve Ayraud

- I. Approval of previous minutes: Not ready
- II. Organizational matters
 - A. Karene to confirm with Jeff. County contact and Andy Singletary that the RFP advertisement has been posted to various planning websites.
 - B. Teresa Trainor will work with us on interview process planning and (possibly participate in interviews)
 - C. Placemakers has requested an extension of the deadline due to their workload. The committee is not in favor of this extension due to the importance to the schedule of having the consultant selected prior to the return of Shepherd University students from summer vacation.
 - D. David to email respondents to see how many are likely to submit.
 - E. Amy Boyd will make changes to the website for us.
- III. Selection Process
 - A. Interviews to be conducted July 8-12
 - B. Discussion of the draft Evaluation Criteria scoring sheet. Steve to update.
- IV. Next meeting – 6/17/13 6:30 PM Town Hall upstairs conference room.

6/17/13 Meeting Update:

Same attendees.

- I. Committee members to review and score on their own proposals received by 6/24/13 4:00 pm and meet July 1 6:00 pm to discuss results.

Submitted by,
Steve Ayraud