

TOWN of TRURO
Truro Historical Commission
Truro Historical Commission Meeting Minutes

Meeting Location: Via GoTo Meeting Video

Date and Time: Thursday, November 19, 2020 at 2:00 pm

Members Present: Matthew Kiefer, Chair
Chuck Steinman, Vice Chair
David Kirchner, Clerk
Richard Larkin
Jim Summers
Beth Chapman
Bart Mitchell

Attending: Barbara Carboni, KP Law, Acting Town Planner
Virginia Adams, PAL, Inc.
Eric Dray, Eric Dray Consulting

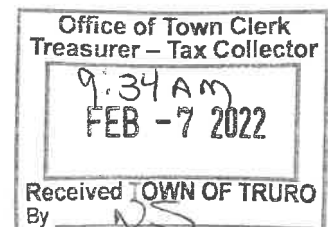
Welcome Attendees and Consultants: Matthew Kiefer, Chair brought the meeting to order and welcomed the attendees and asked them to introduce themselves.

Interviews for Consultants to Update the Town of Truro Community-wide Survey of Historic Resources: Mr. Kiefer provided a brief overview of the purpose and goals of the interview process and the format to be used for the interviews. Two consultants have responded to the RFP distributed by the Commission and will present their firm and credentials to the Commission members. Each firm would have 30 minutes to present and answer questions from the Commission.

PAL, Inc. - Virginia Adams, project manager introduced herself and reviewed the list of her colleagues who would also be working on the proposed project. Ms. Adams reviewed her firm's experience in performing similar types of services for other municipalities and provided some specific examples that were included in the proposal response. She confirmed that their work would cover the scope outlined in the RFP and that they had no issues with the CPC Agreement. The RFP included 145 Form Bs; however, the Commission wanted to confirm that the MHC Area forms for Higgins Hollow/Pamets were included within their scope. Ms. Adams indicated that they had considered this, but that they may need to go back and revisit the budget before committing to including them within the existing budget/scope. When asked about what made her firm uniquely qualified for this work, she indicated a special knowledge/expertise with Mid-century Modern houses in the National Seashore. After a few more clarifying questions regarding the timeline for the work, Ms. Adams wrapped up her presentation and thanked the Commission.

Ms. Adams left the meeting.

Mr. Dray joined the meeting.



Eric Dray Consulting - Chairman Kiefer welcomed Eric Dray. Mr. Dray proceeded to present his credentials and experience to the Commission which included prior experience with outer Cape Cod communities, including working on previous Truro historical surveys, and serving as chair of the Provincetown Historical Commission. The Commission had provided the consultants with a list of questions prior to the interviews. Mr. Dray went through the questions providing specific answers and clarifications particularly around the scope of work. Mr. Dray addressed the MHC requests for additional documentation for the Higgins Hollow/Pamets including the other contributing properties within the proximity of the area. He indicated that all of this work was within the scope and that even if there were questions that arose after the survey was complete, he would include any follow up within the original scope of the project budget. Mr. Dray indicated that he would also work with the Commission on sending out a letter to homeowners within the survey areas to inform them of the process and solicit any additional information homeowners may have about the properties. Mr. Dray also indicated he would provide an updated report that would incorporate both the 2010 and 2011 surveys into the update to make the document more user-friendly.

Mr. Kiefer thanked Mr. Dray for his presentation at which point Mr. Dray left the meeting.

The Commission discussed the two candidates. Both were very qualified, however, there was a sense within the Commission that Eric Dray Consulting demonstrated more flexibility regarding the scope of the project and greater familiarity with the MHC and the work the Commission had already completed with the Higgins Hollow/Pamets.

The Commission generally agreed that setting a target of 15-18 months for the completion of the work seemed reasonable and appropriate. The general consensus amongst the group was that Eric Dray Consulting seemed a better fit for the proposed scope of work.

To this end, Mr. Steinman made a motion to contract with Eric Dray Consulting to complete the update to the Community-wide Survey of Historic Resources as discussed and outlined the RFP. Mr. Kiefer seconded the motion. By a rollcall vote, all Commission members voted to engage Eric Dray Consulting.

There was a brief follow up discussion about the next steps. Mr. Kiefer suggested that a sub-group of the Commission, comprising Chair Kiefer and Vice-Chair Steinman work directly with Eric Dray Consulting to finalize the scope of the work and finalize a contract. Barbara Carboni briefly reviewed the process the sub-group would need to follow including setting up an open meeting with an agenda and at least 48-hour notice posted publicly.

The Commission tentatively set the next meeting for September 21, 2020 at 4:00 PM.

There being no further business, a motion was made to adjourn by Mr. Larkin and seconded by Mr. Summers and approved by each member.

Respectfully submitted,



David Kirchner, Clerk

