

Roxbury Planning Commission
Minutes for January 30th, 2024 Meeting

Present: Commissioners - Elizabeth Carney, Dotti Guiffre, Lucinda Sullivan and Heidi Albright

1. Meeting called to order at 5:13 pm
2. Approve minutes of January 18th, 2024.
Heidi Albright made the motion to approve the minutes and Elizabeth Carney seconded the motion.
Discussion: Change the word Regional to Municipal in first sentence of paragraph #2.
Minutes approved as amended.
3. Review Request for Proposal for Municipal Planning Grant.
A Request for Proposal (RFP) is a business document that announces a project, describes it and solicits bids from qualified consultants to complete it.
The commissioners reviewed and edited an RFP for the Municipal Planning Grant.
Heidi Albright made the motion and Dottie Giuffre seconded to form an editing subcommittee of Lucinda Sullivan and Heidi Albright to edit a portion of the text in the Proposal - the Context and Background section. So moved.
This rewrite for grammar and clarity will be sent to the Chair by Friday morning, 2/2/24, completing the RFP.
The RFP will be presented to the Selectboard and upon its approval by the Selectboard and the RFP advertised by the Town, the Planning Commission will then send out the RFP to possible consultants.
4. Meeting adjourned at 6:33 pm.
5. Next Meetings:
Monday, February 5th, 2024 at the Roxbury Town Hall at 6:30pm and Tuesday, February, 13th at 5pm at the Community Hall.

Respectfully submitted,
Lucinda Sullivan, Clerk RPC