

Hubbardston Town Center Committee Meeting September 12 2016

The time period of the student project allows the committee to change some of the timing of the proposal.

Students currently in term A, ends Oct 13 , need to finish a component of project for grading purposes, this could be RFP.

Term B would be data gathering phase, include visit on October 14th.

Dan stated that safety is the first issue and should be incorporated into the goals and RFP.

The traffic through issues is something the consultants hired for the project need to take care of not WPI. We will ask consultants to work with students as part of RFP.

WPI work must meet academic goals, could include data collection. This would help consultants save time on this process.

Design considerations –

- Federal funding requires accommodation of bikers in design plan, this does not require explicit bike lanes.

- Town signage ordinance WPI could make recommendations

WPI MQP requirements

- Take an Open ended proposal and narrow it down to a scope of work

- Learn to collect and analyze data

- Develop a design based on prior coursework

- The Faculty advisor acts a “Supervisor” with whom the students develop the proposal and interact.

Hubbardston is eligible for a MassWorks Small Town Rural Assistance Program grant, no more than \$1,000,000

Students will look at on and off street parking, lighting and safety issues. They will visit the town center at school drop off and other times possibly Halloween.

It was agreed that WPI would develop the RFP on design work.

Dan will send outline of RFP with general requirements and DPW director will send annotated RFP

RFP is a “hook” to bring in a firm to develop a schematic design, firms often then bid on the actual project.

RFP will include the requirement to conduct listening sessions to involve town people.

Input from town residents and business owners is part of the data collection.

WPI will draft a statement within a week

Committee will review and discuss electronically in lieu of September third Thursday meeting.

RFP will then be posted by town administrator.

Motion to adjourn - seconded