



Edgartown Yellow House Committee Meeting Minutes

AUGUST 8, 2017

I. CALL TO ORDER:

Chris Scott called to order the meeting of the Yellow House Committee at **3:00pm** on **Tuesday, August 15, 2017, at the Edgartown Town Hall Meeting Room.**

II. ROLL CALL:

The following persons were present:

MEMBERS: JAMES CARTER
CAROL FLIGOR
CHRIS SCOTT
GAIL CROTEAU
JIM SHANE
MJ LOOK

OTHER: Bricque Garber (Historic)
Juliet Mulinare (Procurement)

III. OPEN ISSUES:

1. Ms. Mulinare informed the Committee that by discussing the RFP at the meeting, it becomes a public document. She and Ron spoke with the Attorney General's Office and were informed that the law does not allow the Committee to review and discuss the RFP behind closed doors.
2. Ms. Croteau asked whether the evaluation of proposals would be public. Ms. Mulinare reviewed the process with the Committee, stating that a list of all proposals submitted would have to be made public but the proposals themselves are reviewed in private and will not become public until an award has been made.
3. Motion placed on the floor by Mr. Shane to accept the meeting minutes from the 8/8/17 meeting. Ms. Croteau seconds the motion. No discussion, vote taken and passed unanimously
4. The Committee discussed the site plan given to them by the Selectmen and whether it should be modified. Mr. Shane commented that there should be a distinction between the RFP area and the area that will be defined in the lease, once it comes time to award a least to a developer. The Committee discussed access to the street and whether the Town wants to maintain control over the curb cut on South Summer Street. Ms. Croteau reminded the Committee that the division of the property was based on the CPA funds applied to purchase the property. Mr. Shane asked about the Developer being able to offer a plan for the Open Space to make sure those two elements of the project (Open Space and Yellow House) are properly integrated. Mr. Scott commented that it was necessary to move on as the final determination for the division of the property would be made by the land surveyor and approved by the Selectmen.

5. The Committee discussed whether it would be possible to allow for some flexibility in the “leased area” based on proposals offered.
6. Ms. Garber provided guideline information from the Secretary of the Interior to the Committee and it was briefly reviewed. The Committee also briefly discussed the Historic guidelines but moved on as those will be reviewed by the HDC when the time comes.
7. The Committee discussed whether the division of the property could be modified once the RFP is released. Ms. Mulinare stated that an addendum of this nature could easily be issued during the advertised period of the RFP.
8. The Committee took a few minutes to review the content of the draft RFP.
9. Mr. Carter inquired whether the property division could be defined by square feet instead of specific lines. Mr. Scott replied that this was up to the Selectmen.
10. The Committee returned to the curb cut discussion; Mr. Shane offered the opinion that the Selectmen have already decided and this should not be challenged.
11. The Committee discussed how to define the area that will become the subject of the lease: the building, and improvements made and access to the building.
12. The Committee discussed the merits and disadvantages of different lease lengths. Ms. Mulinare offered some information about Real Property transactions under c. 30B, regarding the length of leases allowed and renewal terms.
13. Mr. Scott asked Ms. Garber if she had as-builts for the Yellow House. Ms. Garber stated that the Assessor’s records should be used.
14. The Committee discussed the final site plan and who will provide it. Ms. Garber said Mr. Barbini would be providing this information. Mr. Scott reminded the Committee that this information is crucial to ensuring that all proposals are evaluated consistently.
15. Ms. Croteau commented that a prospective developer will need to be provided with the information about the Open Space area so that the integration of the property is considered. Mr. Scott said that might not be an option due to the timeframe of the work to be done by the Town.
16. The Committee discussed whether a pre-bid meeting and site visit should be made mandatory. Ms. Mulinare explained that doing business on the island makes things a lot more complicated and a mandatory site-visit ensures that any prospective proposer has at least been to the island prior to submitting a proposal.
17. The Committee discussed what an appropriate time frame for the bidding process is. They decided that an approximate period of 8 weeks is adequate for developers to compile the necessary information.
18. Ms. Croteau commented on the importance of retaining the historically significant materials that are inside the house and that may be crucial to the structural integrity of the house. Mr. Scott referenced two sections of the RFP that state this, and that the building inspector will make sure the building is rehabilitated to be structurally sound.
19. The Committee discussed the appropriate time frame for the period between selecting a developer and signing a lease, due to the permits and approvals the developer will need to get.
20. The Committee discussed the public forum and what the focus should be. Specific questions about the RFP should be asked at the pre-bid conference, the public forum should be to invite Edgartown and island residents to make recommendations about possible uses of the space and what kind of businesses would benefit Downtown.

21. The Committee reviewed the submission requirements of the RFP. Specifically, they discussed what an appropriate amount for a bid surety would be. Amounts from \$1,000 to \$20,000 were offered by committee members but it was decided that the Town Administrator, legal counsel and the Board of Selectmen should be consulted about this.
22. Ms. Croteau expressed a concern that the RFP does not ask for sufficient information for the Comparative Criteria to be evaluated on. The Committee decided to review the RFP and will send comments and suggestions to Ms. Mulinare for revision.
23. Mr. Scott reminded the Committee that the next meeting will be held on Wednesday, August 23, 2017 at 3:30pm, with a Public Forum to follow at 4pm.
24. Motion placed on the floor by Ms. Look to adjourn the meeting. Ms. Croteau seconds, no discussion, vote taken and passed unanimously. Mr. Scott adjourned the meeting at 5:25pm.

Minutes submitted by: Juliet Mulinare

MINUTES VOTED & APPROVED:

Chris Scott, Chairman

Date