



Edgartown Yellow House Committee Meeting Minutes

OCTOBER 31, 2017

I. CALL TO ORDER:

Chris Scott called to order the meeting of the Yellow House Committee at **3:30pm** on **Tuesday, October 31, 2017, at the Edgartown Town Hall Meeting Room.**

II. ROLL CALL:

The following persons were present:

MEMBERS:	MJ LOOK	ABSENT:	CAROL FLIGOR
	JAMES CARTER		JIM SHANE
	CHRIS SCOTT		
	GAIL CROTEAU		
OTHER:	Juliet Mulinare (Procurement)		
	Karen Burke (Legal)		

III. OPEN ISSUES:

1. The Committee could not vote to approve the minutes from 9/12/17 because only three of the four members present were present at the 9/12/17 meeting. Approval of the minutes was postponed until the next meeting.
2. The Committee jumped right into a discussion with Ms. Burke regarding the number of site visits to offer in the RFP. The Committee discussed that more than one representative from an interested party could attend and that previously this discussion led to the conclusion that only one site visit offering was necessary.
3. The Committee discussed what would be considered an adequate time frame for the site visit if the RFP is advertised starting 11/8/17.
4. Ms. Burke informed the Committee that the bonding requirements still need to be determined. The Committee discussed and determined that this detail was an important one for the Town's protection and that the Board of Selectmen should weight in. Ms. Mulinare suggested that a \$5,000 bid bond was probably a reasonable amount.
5. The Committee discussed when the bid bonds would be returned to the responders who were not selected. Procurement/Legal will confirm what the procedure is under 30B, section 16.
6. The Committee questioned whether there were any other types of bonds, besides payment and performance bonds, that could be applied to the project. Ms. Burke will investigate.
7. The Committee decided that an 11/21/17 site visit was appropriate, taking into consideration all of the factors. Ms. Mulinare will include language in the RFP that if the boats are not running on the day of the site visit, a proposer may schedule an appointment for a walk-through of the building and be provided a recording of the pre-bid meeting.

8. The Committee discussed the timeline for the other important dates. It was decided that the RFP will be due on January 8, 2018 at 12:00pm.
9. The Committee discussed with Pam Dolby other long term leases that Town has entered into and what wording was used to protect the Town at the end of the lease. Ms. Dolby will get that information and send to Ms. Burke for reference.
10. The Committee reviewed the RFP page by page and made suggestions on both grammar and content. Ms. Mulinare will apply the suggestions for a final draft of the RFP that the Board of Selectmen can review and vote to approve at their meeting the following Monday.
11. The Committee discussed the lease term being 30 years and that for a longer lease term to be considered, it must pass a vote on the floor of Town meeting, as well as receive a special certificate of permission from the State legislature. A member of the audience commented that 30 years was not that long for someone to make a substantial investment in rehabilitating the property. Ms. Dolby stated that there has been a lot of interest in the RFP and anything more than a 30 year lease could have future implications that might not be advantageous to the Town.
12. The Committee discussed who the members of the RFP review Committee will be. The Selectmen would like to keep the Committee intact for not only the RFP review, but also for the months following the decision, to monitor the progress of the project. Ms. Mulinare commented that an odd number of members will be needed for the review Committee, in the event of a vote. Ms. Dolby suggested a member of the Planning Board and said she will reach out to them.
13. Ms. Croteau commented that she would like to see something in the lease that says any improvements that are made shall remain the property of the Town of Edgartown at the end of the lease. Ms. Burke assured her that wording would be included.
14. The Committee continued to review and discuss the RFP page by page.
15. Ms. Croteau commented that the wording regarding the financial information to be submitted versus the price proposal was confusing; that it should be made clear what needs to be sealed separately, and the price proposal should be asked for in a format that allows a fair comparison to be drawn. Ms. Mulinare will work on the wording of the section and will create a more detailed price proposal sheet, including a section that considers the developer's investment in the building as well as the lease payment when reviewing price proposals.
16. Motion placed on the floor by Mr. Scott to request that Town Counsel make a recommendation to the Board of Selectmen about the bonding requirements. Mr. Carter seconds, no discussion, vote taken and passed.
17. The Committee discussed the final Comparative Criteria about the developer's commitment to completing construction. The different ratings were assigned.
18. Motion placed on the floor by Mr. Carter to adjourn the meeting. Ms. Look seconds, no discussion, vote taken and passed unanimously. Mr. Scott adjourned the meeting at 5:50pm.

Minutes submitted by: Juliet Mulinare

MINUTES VOTED & APPROVED:

Chris Scott, Chairman

Date