



## Edgartown Yellow House Committee Meeting Minutes

JULY 26, 2017

### I. CALL TO ORDER:

Pam Dolby convened the first meeting of the Yellow House Committee at **4:00pm** on **Wednesday, July 26, 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

**ABSENT:** GENE SISCO

**OTHER:** Pam Dolby  
Margaret Serpa  
Bricque Garber (Historic)  
Juliet Mulinare (Procurement)

### III. OPEN ISSUES:

1. Ms. Dolby welcomed the Committee and thanked them for volunteering their services to the Town. She outlined the parameters governing the Open Meeting Law and introduced Bricque and Juliet as liaisons of the Committee to the Selectmen's Office. She informed the Committee that their task is to develop a Request for Proposals with the help of Town Counsel and the Procurement Officer; ideally the RFP will be ready for the beginning of October, but it is perfectly understandable if it takes longer.
2. The Committee opened with some initial questions for Ms. Dolby: (1) Has the Town decided on the area of the lot that is subject to leasing? Ms. Dolby answered, yes, for the most part, but there is some room for flexibility; (2) Is the Town reserving part of the lot for Open Space? Yes, this will be developed by the Town internally, with the cooperation of the MVC; (3) Is there a rough site plan available? Yes, it will be provided to the Committee for their next meeting.
3. Ms. Serpa reminded the Committee members that anyone who has not been sworn in by the Town Clerk must do so before any votes can be taken.
4. Mrs. Dolby brought the Committee on a brief tour of the Yellow House and surrounding area, noting that the Town intends to provide a small public park and public parking as part of the site plan for the lot.

5. The Committee returned to the meeting room. James Carter offered a nomination for Chairman of the Committee and a motion was placed to instate Chris Scott. Jim Shane seconds the motion; no discussion, vote taken, unanimous.
6. Chris Scott thanked the Committee for their support and continued the meeting with the next item on the agenda, the Procurement Process.
7. Juliet Mulinare summarized the RFP process for the Committee; she explained the difference between the bid process, which is price based, and the proposal process, which is merit based. She informed the Committee that they will have to determine the Comparative Criteria that will be used to evaluate each responder, before the price offered is considered.
8. The Committee requested a sample document to get a better understanding of what kinds of Comparative Criteria should be considered; Ms. Mulinare agreed to distribute something for review prior to the next meeting.
9. Ms. Mulinare stated that it is crucial to consult with legal prior to an in depth discussion about the RFP process. The Committee was informed that Mr. Rappaport, legal counsel, is away this week but will return next week.
10. Bricque Garber briefly outlined the parameters set by the Historic Board and the State.
11. The Committee discussed preferred times for the next meeting and decided, pending Mr. Rappaport's ability to join, Tuesday 8/1/17 at 3:30pm would work for everyone present.
12. Anne Cook, member of the public, stood to address the Committee about utilizing the Yellow House as an island-wide youth and professional development program location.
13. Mr. Scott thanked Ms. Cook for presenting her ideas to the Committee and requested that she put them in writing for the Committee to review at a later date.
14. After it was determined that there were no other questions or comments from the public, Mr. Scott adjourned the meeting at 4:55pm.

Minutes submitted by: Juliet Mulinare