



## Edgartown Yellow House Committee Meeting Minutes

AUGUST 29, 2017

### **I. CALL TO ORDER:**

Chris Scott called to order the meeting of the Yellow House Committee at **3:30pm** on **Tuesday, August 29, 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)  
Michael Donaroma (Selectman)

### **III. OPEN ISSUES:**

1. The Committee reviewed a drawing, provided by Mr. Donaroma, of a possible design for the Open Space area and Police sub-station. Mr. Scott reviewed various elements of the design with the Committee, noting parking areas, traffic flow, bicycle parking and the green space area.
2. Mr. Donaroma commented that this plan has not yet been formally discussed with the other Selectmen, it is simply a starting point for discussion on how the property might be integrated; it addresses the 50% of open space that is required by the application of CPC funds, and it provides a much needed change to the current parking arrangement (which results in cars having to back out of the lot into oncoming traffic).
3. The Committee reviewed the modified wording of the RFP, provided by Ms. Croteau, for the "lease area". Mr. Scott emphasized the need to define this area in general terms, to make it easy for the developer to work with.
4. Ms. Fligor commented that the design provided by Mr. Donaroma really improves the flow of the parking situation, and that if the spaces were not angled, even more parking spots could be added.
5. Mr. Scott informed the Committee that the Historic District Commission will be meeting to discuss the Yellow House next week, on Thursday 9/7/17 at 4pm; Committee members are welcome to attend.
6. The Committee discussed access to parking spots for the business that will eventually operate from the Yellow House.

7. The Committee discussed the legal jargon that will define the lease area, with particular concern about how that language will dictate the integration between the leased area and the open space area of the property.
8. Mr. Shane commented that if the Committee is going to ask the Developer to meet the needs of the Town, those needs must be defined. Ms. Croteau added that the RFP must level the playing field for all developers, so that all proposals are based on the same information.
9. Mr. Scott suggested the Committee focus their attention on the RFP so that a draft can be presented to legal for review.
10. The Committee reviewed the RFP, making comments on each of the sections.
11. Ms. Mulinare reviewed the proposal review process, noting that selection of a developer is not price-based. She also commented that the lease terms are negotiable and will be considered as part of the proposal.
12. Ms. Croteau suggested that having the lease terms defined in the RFP will make the review process much less complicated.
13. The Committee revisited the timeline for the RFP and decided that 9 weeks total was an adequate period of time for developers to put their proposals together.
14. The Committee reviewed the Comparative Criteria and added a section for "Use of Building" which will evaluate both the type of business proposed, as well as give a higher rating to a proposal that implements a year-round business.
15. Motion placed on the floor by Mr. Shane to accept the meeting minutes from 8/15/17 and 8/23/17. Ms. Look seconds, no discussion, vote taken and passed.
16. The Committee decided not to schedule the next meeting until the RFP modifications have been made and a draft is sent to legal for review.
17. Motion placed on the floor by Ms. Croteau to adjourn the meeting. Ms. Look seconds, no discussion, vote taken and passed unanimously. Mr. Scott adjourned the meeting at 5:15pm.

Minutes submitted by: Juliet Mulinare

MINUTES VOTED & APPROVED:

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Chris Scott, Chairman

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Date