



Medfield State Hospital Development Committee

MEETING OF:
April 22, 2020

MINUTES

Present: Johnny Martinez, Todd Trehubenko, Ken Richard, Gus Murby, Nicholas Milano, Assistant Town Administrator (Ex Officio) Sarah Raposa, Town Planner

Location: Virtual Zoom Meeting

Chair Trehubenko called the meeting to order at 7:02 pm and read the following statement into the record:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Medfield State Hospital Development Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the instructions on the agenda and meeting notice.

This meeting is being recorded.

Close out Pare Contract – Ms. Raposa provided context on the contract scope and deliverables. The tasks were broken up so she scanned the different deliverables into one scan. Looking for questions, comments, follow-up. Mr. Richard noted that Task 106 is outstanding but that was provided to the Committee for their February meeting. Mr. Martinez noted that it is on page 26. Mr. Murby was concerned that the work described in Task 101 and 102 were incomplete. Task 101 was the future flow estimate that was noted on the schematic plan. Ms. Raposa reminded the Committee of the September 2019 meeting with the Water and Sewer Board where they decided to have their own consultant Environmental Partners Group (EPG) perform the capacity analysis. Martinez briefed the Sept 2019 W&S meeting regarding EPG doing the capacity study. Milano will forward the EPG report to the Development Committee. Mr. Murby stated for the record that other boards or committees should not usurp the work of this Committee's contract work without confirmation from the controlling committee. The Committee reviewed and discussed the work.

Mr. Richard made a motion to close out the Pare contract but to follow up on the Water & Sewer Report; Seconded by Mr. Martinez. The Vote: 4-0 (Roll Call: KR=yes, JM=yes, GM=yes, TT=yes).

DPW Director Maurice Goulet will be invited to the next MSHDC meeting.

Procurement for Consultant Services (RFQ/RFP Preparation & Support Services) – Chair Trehubenko framed the discussion on background and recent progress with the solicitation. The first solicitation had a high bar and did not receive any responses. The Committee had discussed possibly reducing the requirements. The Committee discussed the information submitted by Jay Talerman of MTC regarding his firm's qualifications to assist the committee with the RFQ/P process. Mr. Richard's primary concern was regarding their understanding of development criteria. Mr. Martinez requested work samples. Mr. Murby needs more information on the technical components of real estate development. Mr. Murby questioned the procurement process based on his

understanding of federal procurements processes. Raposa had done outreach with affordable housing/tax credit attorneys from the CHAPA website. Two seemed interested but none one followed up with materials for the Committee. Raposa was aware that Atty Talerma worked on the Easton Shovelworks project. (Note: per 30B engineering firms and legal are explicitly exempt so committee can sole source the contract). Mr. Trehubenko debriefed the call that he, Ms. Raposa and Atty Talerma had about the Committee's goals and said the materials submitted didn't really highlight the extent of the firm's experience. Mr. Martinez and Mr. Richard would feel better if they could be invited to the next meeting. Mr. Murby suggested that this could be treated as a two-phased request and start with the RFQ phase and then make an assessment on putting the RFP together.

ATM discussion – Mr. Milano and Mr. Murby updated the Committee on the status of ATM (currently postponed to 6/15 but may be delayed further; TBD). The Warrant Committee is aware of the \$50,000 budget request but has not yet voted to recommend.

Minutes: 2/26/20 – Mr. Richard made a motion to approve the minutes of February 26, 2020 with edit to add FY21 request amount of \$50,000; Seconded by Mr. Martinez. The Vote: 4-0 (Roll Call: KR=yes, JM=yes, GM=yes, TT=yes).

Vacancy Announcement – The Committee reviewed and approved for dissemination. Ms. Raposa to post on the Town website. Anyone who has previously expressed interest should re-submit following the process described in the announcement.

Adjournment – Mr. Richard made a motion to adjourn at 8:15 pm; Seconded by Mr. Martinez. The Vote: 4-0 (Roll Call: KR=yes, JM=yes, GM=yes, TT=yes).

Next Meeting – Wednesday, May 6, 2013