



Medfield State Hospital Development Committee

MEETING OF:
May 20, 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 7:01 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.

Procurement for Consultant Services (RFQ/RFP Preparation and Support Services)

MTC provided a client list, references, and evaluation on qualifications to the Committee. It didn't appear that any of the entities were part of the original RFI. Mr. Martinez would like to see more references reply. Ms. Raposa sent emails to all five, with one response. She will follow up with phone calls. The positive reference from the Easton Town Administrator was read into the record. Mr. Richard queried if they were brought in from outside to work on this project but it was clarified that they were already engaged as town counsel by the municipality and were able to assist with the developer agreement, sewer negotiation, land disposition. Mr. Richard would like a reference from the chair of the Shovel Works Redevelopment Committee. The Committee discussed the pros/cons of a law firm's technical expertise in administering and evaluating the RFP. The Town's multiple goals outlined in the master plan were discussed as were how the RFQ and RFP process flows. Mr. Richard thought that a consultant more focused in development would be more advantageous than a law firm. The Committee also reviewed the evaluation criteria and noted that they meet the required experience. Mr. Richard suggested consideration of real estate brokerage firms. The broker would draft the marketing material; he felt that the action verbs in MTC's were solid enough. The Committee discussed the pros/cons of working with a national real estate brokerage firm and if they would represent the master plan properly. Mr. Richard feels the Town wants this Committee to bring a transaction to town meeting and JLL, CBRE, Colliers, would bring national experienced developers. Traditionally, brokerage firms get paid a commission that would only be paid if there is a sale. Mr. Martinez felt this project wouldn't appeal to a broker just based on transaction price. Mr. Trehubenko described a broker's general process and didn't think it included the RFP drafting. Mr. Richard clarified that he thinks the benefit of a broker is the national contacts and expertise. The Committee discussed compensation, timing, moving forward, and positioning for grants.

The Committee discussed other town projects, particularly the Dale Street School project.

Next Steps: Mr. Richard to follow-up with brokerage firms; Ms. Raposa to follow up on MTC references; Ms. Raposa to follow up on the Shovel Works Committee for a reference.

Minutes (5/6/20) – Tabled

Adjournment – Mr. Murby made a motion to adjourn at 8:31pm; Seconded by Mr. Richard. The Vote: 4-0 (Roll Call: JM=yes, JTT=yes, KR=yes, GM=yes).

Next Meetings –Wednesday, June 3, 2020 (consultant discussion, review letters of interest).