

Town of Natick
Town Administrator Screening Committee
Approved Meeting Minutes
February 4, 2021, 5:00 PM

Members Present: Lindsey Galvao, Carol Gloff, Alan Grady, Ed Hudson, Steve Levinsky, Anna Nolin, Joshua Ostroff, Linda Wollschlager, Glen Glater.

Also present: Dorothy Blondiet, HR Director; Randy Brewer, Natick Pegasus; Terri Evans, Planning Board Chair; members of the public.

The Chair called the meeting to order at 5:03, noting that a quorum was present, and referenced the requirements for a public meeting pursuant to the Governor's March 2021 Executive Order.

No one sought to be recognized under Citizen's Concerns.

RFP Process

Steve introduced Bryan LeBlanc, the Town's procurement officer, who reviewed the status of the RFP for consulting services. Bryan noted that non-price proposal was shared and awaits committee response.

Alan asked why there was only one response. Bryan noted that it was advertised per normal practice. He did not send the RFP to those who had bid in the past, relying on a change in the law to not favor local companies. It was noted that none of the previous bidders returned a proposal.

Regarding the references, Bryan noted that we are not obligated to reject a bid if there are any references, but we are obligated to reject a bid if no references are provided. Josh described the mixed references, in response to a question from the Chair.

Bryan described the rubric, and this (the quality of the references) would rank as "not advantageous."

Further to the discussion of sharing the RFP with consultants, Bryan noted that this was his practice; department heads could and did reach out to vendors they know. Josh spoke to past proposers and got more insight into why they did not bid this time.

Linda asked about our options. Bryan noted that the proposal has to be rated. Members must submit their individual evaluations, or review sheets.

There was further discussion about the process of rating proposers, and Bryan clarified that we had to work through this process before considering alternatives.

Members sought clarification on the next steps, which will be further discussed at the next meeting.

Outreach

Linda, Anna and Carol noted that the responses in their stakeholder interviews have been very consistent, and people were appreciative of the engagements. Alan and Steve concurred. For a process to collect them, Anna suggested that each interview team provide bullet points which can then be mapped and consolidated.

There was discussion about whether members had used the list of questions; most had done so. Individual respondents will not be identified. Where people have not replied to outreach, it's OK to make one more attempt.

Anna left at 5:44 for another meeting.

There was discussion about scheduling the remaining interviews, where Glen has not been able to participate.

Carol moved to adjourn, seconded by Alan and unanimously voted by roll call at 5:49 PM.

Respectfully submitted,
Joshua Ostroff, Clerk

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