

Town of Natick
Town Administrator Screening Committee
Approved Meeting Minutes
February 8, 2021, 4:00 PM

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

Also present: Dorothy Blondiet, HR Director; Randy Brewer, Natick Pegasus; members of the public.

Steve called the meeting to order at 4:09, noting that a quorum was present, and referenced the requirements for a public meeting pursuant to the Governor's March 2021 Executive Order.

Citizen's Concerns

No one sought to be recognized.

Meeting Minutes

Carol moved to approve with corrections the minutes of January 25, seconded by Alan and unanimously voted by roll call, with Glen abstaining. February 4 minutes were tabled to a future meeting.

RFP Process

Steve described the process, and thanked members for submitting their evaluation forms. Steve then shared a draft composite ranking sheet for all evaluations.

A question was raised about whether we have the right to reject a submittal on the basis of one aspect of the evaluation. In response, Bryan described the distinction between "responsive" and "responsible." Looking at the quantity of references, one could say that they were responsive. It was the judgement of the committee as to whether they were responsible.

Members expressed views that aspects of the proposal were not fully responsible. It was noted that this document, once approved, would be a public record.

In discussion of the references provided, some were not for recent engagements, which was a concern to some members; the committee discussed the range of references and projects. In further discussion, members and Bryan discussed the process by which a rejected bid could be appealed. Because the law places certain obligations on the Town, the committee should be cautious about the grounds for rejection.

There was further discussion and suggested edits to the composite evaluation document in the areas of Quality/Depth, Qualifications, Approach, Overall Quality of Client References, and the Completeness/Quality of Proposal.

There was consensus to accept the proposed composite ratings, as discussed by the committee, allowing for further minor corrections and edits, and to offer a preliminary recommendation that the Select Board reject the proposal.

Bryan suggested opening the price proposal next. Josh first moved to support the preliminary recommendation to reject based on the document that members had reviewed, seconded by Carol and unanimously voted by roll call.

Bryan then opened the sealed price proposal, which was \$10,945.00.

Steve asked if there were any changes to the preliminary recommendation; there were none.

Carol moved to accept the recommendation to reject, seconded by Linda and unanimously voted by roll call. Steve noted that he will send this as a memo to the Select Board and cc Bryan, as this was on the Board's agenda for this Wednesday, February 10.

Speaking to an alternative service, Josh described the Collins Center at UMass-Boston and the investigation that he and Steve had undertaken over the past couple of days, including a phone conversation with Steve and the executive there who works on recruitment. Josh noted that this was something he and Steve discussed as an alternative to another bid process, and that the last Screening Committee also had the option to use the Collins Center, but did not as we engaged with a firm selected through the procurement process.

Josh further noted that the Collins Center had recently worked with the Town on a project related to Town Counsel services.

As to how this would be effected, Bryan explained that because the Collins Center was a public agency, if the Town engaged with them it would be a transaction with an instrumentality of the commonwealth.

Asking how the committee wanted to proceed, Carol stated that she wanted to see some documentation. Steve said that would all be provided. Josh explained how we had done this research, but needed to wait to share it until the committee had addressed the current procurement.

The consensus of the committee is to post for a meeting on Thursday February 11, and Tuesday February 16, and work with the Select Board chair to discuss getting on their next agenda.

We will get material to committee members on the Collins Center.

Outreach

Steve stated that outreach interviews are continuing, and we will discuss at an upcoming meeting. It is important to ensure we do not attribute comments or themes to individuals.

Alan moved to adjourn the meeting, seconded by Linda and unanimously voted by roll call at 5:28 PM.

Respectfully submitted,
Joshua Ostroff, Clerk

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