



# Medfield State Hospital Development Committee

MEETING OF:  
**August 19, 2020**

MINUTES

**Present:** Todd Trehubenko, Johnny Martinez, Gus Murby, Randy Karg (not yet sworn in), Mike Metzler, Chris McMahon, Pat Casey, Sarah Raposa, Town Planner

**Absent:** Nicholas Milano, Assistant Town Administrator (Ex Officio)

**Location:** Virtual Zoom Meeting

Chair Trehubenko welcomed new members, called the meeting to order at approximately 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.*

## **MassDevelopment Technical Assistance Application**

Mr. Trehubenko reported that the funding round is anticipated is currently open with responses due on September 4<sup>th</sup>. Prior to the meeting he had sent the members the scope and cost doc provided by Peregrine and the draft application for the Committee's initial consideration.

The Committee reviewed the draft application. Mr. Casey noted that the application checks several of the critical boxes that MassDevelopment requires for desirable applications. Mr. Metzler noted that while Medfield is not a Gateway City, the project promotes many of the Commonwealth's sustainability principles. Mr. Trehubenko, Mr. Martinez, and the Committee reviewed various elements of the proposal. Mr. Murby asked if we had ever received state funds prior? The Town did receive some funding for the zoning piece so consider whether that should be referenced in the application. The map of the property will be changed to show just the map of the land north of Hospital Road. The prior use section will be updated to be specific about the state projects and exclude non town-owned land. We will also review the "limitations of use" section for accuracy. Mr. Murby noted the required MoA provides reimbursement to MassDevelopment upon sale of the property so if successful the funds would need to be repaid; Mr. Trehubenko confirmed that but indicated that according to information posted on MassDevelopment's website repayment was not required in all circumstances.

The Town, not the Committee, will be making the application to MassDevelopment and if we proceed then materials will be presented in time for the Board of Selectmen's meeting on Tuesday, September 1. A timing issue was discovered as we were working on the scope/timing process- MassDevelopment funds are unlikely to be available until December 2020 even if the project is selected and there are no guarantees. Mr. Trehubenko then suggested to the Committee that we again solicit for proposals (as the Committee did unsuccessfully in

February) so that we can start using the Town's funding to commence work while the MassDevelopment round and contract is in process. The Committee will need to get multiple proposals. 30B requirements were discussed and Ms. Raposa will distribute the 30B thresholds chart (indicating that proposals up to \$50,000 require a description and request for three written quotes). Mr. Metzler inquired about the draft Peregrine scope, particularly Task 1. Mr. Murby had a different interpretation on Task 1 and timing. Mr. Trehubenko gave the background on the request for the scope as a starting point, to be fleshed out by conversations such as these. Mr. Martinez asked about timing for other consultants. The Committee is committed to moving forward.

Mr. Murby summarized recent events and thinking of the Committee and asked the Committee to confirm that they want to get started immediately. The Committee also talked through whether an RFQ is needed and the conclusion was that probably not. The Committee will proceed similarly whether or not the MassDevelopment TA is received. Mr. McMahon noted that the contract should specify that the work should be turned over to the Town. Mr. Karg asked for clarification on the house doctor list and Mr. Trehubenko clarified the approved house doctor list that MassDevelopment provided to us in June represents the consultants that MassDevelopment would require us to team with the Committee on the project if the Committee receives technical assistance funds from MassDevelopment. Mr. Casey summarized the discussions: go straight to RFP and initiate a project with a consultant while MassDevelopment application is in the queue. The Committee discussed whether the RFI uncovered potential RFP respondents as well as whether the consultant could provide connections to developers. Ms. Raposa described the 30B procurement process where the specific RFQ-type criteria would be written into the proposal in an effort to discourage responses that would not implement the master plan. If we can't down-select, how can we still streamline the process. Ms. Raposa suggested committee members start thinking about what kind of selection criteria they'd be interested in for the RFP. Mr. Karg noted that setting expectations is a good exercise to be done prior to responses being received.

Based on the Committee's responses, Mr. Trehubenko and will continue to work on the TA application, scope, and consultant procurement. So moved by Mr. Casey and seconded by Mr. Metzler. The Vote: 6-0 (Roll Call: GM=yes, TT=yes, JM=yes, PC=yes, CM=yes, MM=yes).

Ms. Raposa will also update the procurement description from the Committee's February, 2020 document.

#### **Minutes (08/05/20)**

Mr. Murby made a motion to approve the minutes of 7/05/20 as amended; Seconded by Mr. Casey. The Vote: 6-0 (Roll Call: GM=yes, TT=yes, JM=yes, PC=yes, CM=yes, MM=yes).

**Adjournment** – Mr. Metzler made a motion to adjourn at approximately 8:26 pm; Seconded by Mr. Martinez. The Vote: 6-0 (Roll Call: GM=yes, TT=yes, JM=yes, PC=yes, CM=yes, MM=yes).

**Next Meeting** – Placeholder scheduled for 8/26/20