

September 11, 2024 Prudential Committee Meeting Minutes

The Zoom -only meeting was called to order at 3:30 PM.

In attendance were:

Fran Parks

Seth Burdick

Mark Lynch

Lisa Haven Assistant Treasurer

Ray Pirrone Treasurer

Charlie Eager Clerk

The group pledged allegiance to the flag, and there was a moment of silence in honor of those who perished in the September 11 attacks.

There was no public comment at the beginning of the meeting.

Mr. Lynch briefly introduced Jannelvy Martinez, the Chief Procurement Officer of the City of Lawrence, Massachusetts, who joined the call by Zoom. Mr. Lynch indicated that the committee was contemplating hiring Ms. Martinez as a consultant to assist in the drafting of the Request for Proposal relating to the possible rehabilitation or demolition of the Cotuit school building. Ms. Martinez introduced herself and gave a short summary of the RFP process. She indicated that the plan was to draft an RFP based on the recommendations of the Cotuit school ad hoc subcommittee. The RFP will seek bids from engineering or architectural firms interested in completing a feasibility study. The study is intended to provide financial estimates of the cost of each of the options for the school building as identified by the ad hoc subcommittee.

She explained that, after the RFP is finalized, it will be posted for a period of four weeks to allow bidding by interested firms. (The state minimum period for posting is two weeks but Ms. Martinez recommends allowing four). Ms. Martinez charges \$100 per hour. She believes it will take approximately 20 hours for her to draft the RFP. This will take approximately 2 to 4 weeks. Upon seconded motion, the Prudential Committee voted unanimously to hire Ms. Martinez as a consultant under these terms.

There was a brief discussion regarding overdue meeting minutes and how to resolve that situation.

During public comment, there was an inquiry regarding Ms. Martinez's qualifications. She briefly reviewed her CV in response. She noted that the City of Lawrence is currently building a \$62 million police station and two elementary schools and that she is responsible for the bidding process for these projects. She has previously drafted RFPs for feasibility studies and noted that governmental procurement is her full-time job. (This project will be in addition to her full-time work).

There was also discussion regarding the differences between a feasibility study and an engineering study. Mr. Lynch explained that the feasibility study being undertaken will provide estimates of the costs of each of the multiple scenarios contemplated by the ad hoc subcommittee. When the village voters decide which scenario to pursue, a more detailed engineering study will be required to determine the exact costs of the chosen scenario.

The meeting was adjourned at approximately 4:10 PM.