



MEETING POSTING

TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

All meeting **notices and agenda** must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

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NANTUCKET TOWN CLERK
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Committee/Board/s	African Meeting House Investigation Procurement Workgroup
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Day, Date, and Time	Monday, November 24, 2025 at 5:30 PM
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Location / Address	□ Remote Participation Via Zoom
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Signature of Chair or Authorized Person	Dr. Malcolm MacNab, Chair
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WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!

AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

<https://us06web.zoom.us/j/82642737719?pwd=5eu8JOVdLEq24Hb8ROnn7kOLv8uhaU.1>

Meeting ID: 826 4273 7719

Passcode: 697046

1. Call to Order
2. Review of the African Meeting House Investigative Procurement Workgroup Mission and Mandate and Protocols for Accessing Town Records.
3. Public Comment
4. Update of the Investigation
5. Public Comment
6. Adjournment

Kickoff Call Discussion Guide – Nantucket African Meeting House Investigation

October 13 th 2025 / 10:00 am.

Call between James Brigham / Dr. Malcolm McNab

1. Governance, Roles, and Authority

☐ Who is LCG's contractual point of contact for direction and deliverables

The Work Group through its Chair – Dr. Malcolm McNab, and Brian Turbitt – the Town's Finance Director, and Maureen Coleman, Nantucket Public Records Access Officer ("RAO") . All initial requests should be made to the RAO.

☐ Who holds final approval authority for investigative efforts, reports etc.

Nantucket Select Board.

☐ Is there a Town attorney or outside counsel assigned to oversee or advice on this investigation? If so, please confirm name, role and contact information.

John W. Giorgio, KP Law, Town Counsel, 617 785 0725. jgiorgio@k-plaw.com.

☐ How should potential conflicts between Town and Workgroup priorities be managed (e.g., if confidentiality or access disputes arise)?

Contact Town Counsel.

☐ Will investigative requests (e.g. request for materials, interviews etc. go through the designed point of contact , or will LCG have direct access to Town staff as needed?

All requests should go, in the first instance, through the RAO.

2. Access and Documentation

☐ When will we receive the complete set of relevant investigative and administrative documents, including, but not limited to NPD incident reports, evidence lists/logs and internal communications?

Requests for documents should go through the RAO. They are available now.

☐ Will these be provided via a secure electronic portal, or should LCG propose a secure repository (LCG can host)?

LCG should set up a secure repository for the documents.

☐ Can the Workgroup authorize direct access to these documents and other items that may be identified through the investigation, or must request go through Town Administration or Legal?

Requests for documents should be made only to the RAO.

3. Access to Records and Evidence

☐ Can we confirm that all Town departments, including the Police Department are expected to fully cooperate with LCG's Investigation under the authority of the Select board or Working Group?

Yes, but LCG should make requests for documents through the RAO.

☐ Will the Select Board issue formal directives or MOU to ensure interdepartmental cooperation?

Most likely not, unless the need arises.

☐ How will we handle records that may be exempt from public release but necessary for this investigation? Will the Town authorize internal review under Select Board authority?

Investigative documents may contain redactions in order to protect privacy interests. LCG should contact Town Counsel to request non-redacted documents if necessary for investigative purposes. LCG may be required to execute a specific confidentiality agreement before gaining access to non-redacted documents.

☐ Will access to investigative records include: Radio dispatch logs, CAD data, internal police emails, body camera footage, original audio interviews and transcripts, investigators' notes, charging decision documents, and any inquest or court records?

All requests for documents should be made to the RAO.

☐ Will the Town assist in obtaining cooperation or waivers from outside agencies (e.g.,

District Attorney, State Police Crime Lab, federal partners) as needed?

LCG is responsible for making records requests directly to the appropriate state and federal law enforcement agencies. If records are not forthcoming from the relevant agencies, LCG should contact the Chair of the Work Group and/or Town Counsel.

☐ Are there any restrictions (ongoing proceedings, union protections, personnel laws) limiting immediate access to information, and if so, can a protocol for limited or redacted review be developed?

See above. Attorney Janelle Austin at KP Law will be available to provide legal guidance.

☐ Will we have digital access to sensitive materials or be limited to supervised on-site review? If the latter, who will be our NPD or other liaison for coordination?

Digital access will be provided by the RAO, but LCG should plan at least one on-site review.

☐ Would it be advisable to formalize an Access and Cooperation MOU between LCG, the Town Administrator, and the Police Department to clarify expectations?

The Town does not believe this will be necessary at this time.

4. Schedule and Deliverables

☐ The RFP anticipates a 12-month contract (Oct 2025–Sept 2026). Does the Town intend to maintain that timeline?

Yes.

☐ Is the Workgroup seeking a draft report or interim briefing before the final report presentation to the Select Board?

Any draft report should be submitted to Town Counsel in the first instance. Based on the conclusions contained in the draft report, Town Counsel will make a recommendation to the Select Board whether the briefing should be conducted in an executive session of the Select Board or at a public meeting. If an executive session is held, it is not anticipated that the Work Group will be present at the executive session.

The Select Board will evaluate whether any follow-up action is needed by LCG after the draft report is presented.

☐ Will monthly progress reports or milestone updates be expected?

Only on an as needed basis, as determined by LCG.

Does the Town or Workgroup have any scheduled Select Board or public meetings LCG should align with?

Notes: Yes: Selectmen meet on Mondays, there was discussion to join via Zoom as a introduction, willing to participate, available to coordinate that meeting. Use this series of questions as part of discussions.

Select Board generally meets on Wednesday night's by zoom at 5:30 pm. Executive session meetings of the Select Board are scheduled for the first Thursday of each month at 9:00 AM.

5. Confidentiality and Public Communication

☐ Who determines what portions of LCG's final report are publicly releasable vs. confidential?

The Select Board, in consultation with Town Counsel.

☐ Should Where should any all media inquiries or public information requests be directed to the Town's communications office? (LCG will NOT be providing any information to media or any persons not specifically identified in writing by the Town/Workgroup).

The RAO.

☐ Will LCG be expected to present findings in a public meeting, as mentioned in the RFP, or only deliver to the Workgroup.

To be determined by the Select Board.

Coordination and Logistics

☐ What is the composition of the Workgroup, and who will participate in regular briefings? (List of all members and points of contact and ID roles)

☐ What is the preferred cadence for coordination — biweekly progress calls or milestone-based check-ins?

Milestone-based check ins.

Will travel or site visit arrangements (for the Meeting House walk-through) be coordinated through the designated POC or another individual?

The designated RAO.