AFRICAN MEETING HOUSE INVESTIGATION PROCUREMENT WORKGROUP
APRIL 28, 2025, 5:30 PM
131 PLEASANT STREET
AND REMOTE PARTICIPATION VIA ZOOM
NANTUCKET, MASSACHUSETTS

African Meeting House Investigation Procurement Workgroup Minutes

Minutes of the Meeting of April 28, 2025. The hybrid meeting took place in person at 131 Pleasant Street; and, via remote participation using Zoom. Members present were Dr. Malcolm MacNab, Clifford Williams, Anthony "Rocky" Fox and Luke Thornewill; Dr. Noelle Trent attended via Zoom. Director of Finance Brian Turbitt attended in-person and Deputy Procurement Officer Cindy Hsu attended via Zoom.

I. CALL TO ORDER

Chair MacNab called the meeting to order at 5:30 PM and announced the meeting is audio and video recorded.

II. Approval of Minutes from April 17, 2025 and April 23, 2025

Dr. Trent motioned to approve minutes with edits from April 17, 2025; seconded by Mr. Fox. Approval of minutes was taken by roll call vote, Dr. Noelle Trent, aye; Rocky Fox, aye; Clifford Williams, aye; Luke Thornewill, aye: and Chairman Malcolm MacNab, aye.

Mr. Williams motioned to approve minutes with edits from April 23, 2025; seconded by Mr. Fox. Approval of minutes was taken by roll call vote, Clifford Williams, aye; Rocky Fox, aye; Dr. Noelle Trent, aye; Luke Thornewill, aye and Chair Malcolm MacNab, aye.

III. Discussion of Procurement Requirements with Director of Municipal Finance, Brian Turbitt

Mr. Turbitt explained the Request for Proposal (RFP) scope, expectations for the investigative firm and suggestions of additional scope of work. Mr. Turbitt outlines potential evaluative criteria, including the approach to the scope of work, experience with similar investigations, staff experience and references with sample reports. The work group discussed these criteria and how to rate proposals as highly advantageous, advantageous, not advantageous or unacceptable. Mr. Thornewill suggests consulting with an expert in the field to gain deeper insights before finalizing the RFP criteria.

The work group discussed the possibility of selecting a consultant for their project. Mr. Turbitt raised concerns if they hired a consultant to guide them in developing the scope and criteria for the project, the consultant's ability to participate in the RFP process is excluded due to potential conflicts of interest. The work group agreed that an RFP process would be the best way to ensure transparency and fairness in the selection process. They discussed the possibility of interviewing potential consultants and advertising the RFP in various publications. The work group agreed to review and provide feedback on the RFP document before it is released to the public.

Mr. Turbitt discussed the timeline for the project, aiming to have the criteria and scope ready for review by the next meeting. Ms. Hsu confirmed the feasibility of this timeline. The work group discussed the minimum criteria for the firms they are considering with a suggestion to include a minimum of 3 years in business and law enforcement experience. Brook Gibbs would prefer a firm without any affiliation to Nantucket in any way.

The next meeting was scheduled for the following Monday, subject to the outcome of the Town Meeting.

VI. ADJOURNMENT

Mr. Fox moved adjournment at 6:10 PM; seconded by Mr. Williams; all in favor, so voted. Mr. Fox, aye; Mr. Williams, aye; Mr. Thornewill, aye: Dr. Trent, aye; and Chair Mr. MacNab, aye.

Approved May 12, 2025