AFRICAN MEETING HOUSE INVESTIGATION PROCUREMENT WORKGROUP
May 12, 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 May 12, 2025. The hybrid meeting took place in person at 131 Pleasant Street; and via remote participation using Zoom. Members present were Anthony "Rocky" Fox, Clifford Williams and Luke Thornewill; Dr. Noelle Trent and Dr. Malcolm MacNab attended via Zoom.

I. CALL TO ORDER
Chair Dr. MacNab called the meeting to order at 5:30 PM.

II. Approval of Minutes from April 28, 2025
Clifford Williams motioned to approve minutes from April 28, 2025; seconded by Rocky Fox. All in favor by roll call vote, Dr. Trent, aye; Mr. Williams, aye; Mr. Thornewill, aye; Mr. Fox, aye and Chair Dr. MacNab, aye.

III. Review, Discuss and Edit Request for Proposal (RFP) Provided by Finance Department
Director of Municipal Finance Brian Turbitt commented they have one outstanding item and left blank while we are waiting for direction and language from KP Law addressing confidentiality.

Section1. Important Dates
Chair MacNab commented, it's pretty boilerplate related to the summary and background and asked for comments. Mr. Thornewill questioned timeline of the contract. Mr. Turbitt explained dates need to be entered to initiate the contract template but the workgroup can amend those dates as they review the RFP. Mr. Turbitt outlined dates relative to best practices and procurement procedures for distribution, submission, review and award of proposals. Workgroup members discussed dates and length of contract. Dr. Trent suggested inserting "cannot exceed" to the length of contract to avoid potential amendments to the contract; September 1, 2025 start date for six months, not to exceed one year, expiring Augst 31, 2026.

Section 2. General Information and Submission Requirements
Chair Dr. MacNab stated this group would like to get this done soon, but wants to get it done correctly. Mr. Fox asked Mr. Turbitt for clarification related to withdrawing an application prior to bid opening. Mr. Thornewill asked for clarification of opening of bids. Mr. Turbitt explained the submitted bids will be unlocked, he'll sign off on those who submitted proposals but the proposals will not be public until a contract is signed.

Section 3. Scope of Work
Chair Dr. MacNab questioned required qualifications; Mr. Turbitt explained Massachusetts firms need an active license issued by Massachusetts State Police. Dr. Trent asked if out-of-state licensing has reciprocity in Massachusetts to align with in-state requirements. Mr. Turbitt will confirm licensing requirements. Mr. Williams asked about including language to further investigate if warranted and include the original Article 36 Motion language. Chair Dr. MacNabb would like the public report and findings as a bullet point for emphasis and clarity. Chair Dr. MacNab needs a clear understanding of what is public information and what

is private information and when to hold executive session meetings. Needs a clear understanding of conflict of Interest; Dr Trent would like more robust language. Mr. Turbitt refenced the “Vendor Questionnaire” for additional vetting of conflict of interest. Dr. Trent stated the need for clarity defining a conflict of interest, particularly in relation to Nantucket government offices or officials and employees; it was agreed to include this to ensure transparency.

Section 4. Proposal Submission
Mr. Fox asked for clarification about price proposal.

Section 5. Proposal Evaluation Criteria
Mr. Williams asked if “must” have minimum requirements was necessary. Mr. Turbitt stressed the competency of the firm could be vetted with those requirements emphasizing the importance of understanding the quality of work and approach of the firms.

Section 6. Comparative Qualification Criteria
Mr. Turbitt explained the evaluation criteria and ranking process to which all proposals will be evaluated.

Section 7. Insurance and Indemnification
Mr. Turbitt declared the included language is standard.

Section 10. Vendor Questionnaire
Mr. Turbitt explained the statutory requirements for tax compliance and non-collusion forms, emphasizing their importance and the consequences of not submitting them.

Chair Dr. MacNab identifies two outstanding issues: licensing/certification and confidentiality. The workgroup agrees to approve the edits made during the meeting and delegate the approval of the confidentiality and licensing statements to the chair as motioned by Mr. Williams; seconded by Mr. Thornewill. All in favor by roll call vote, Mr. Williams, aye; Mr. Thornewill, aye; Mr. Fox, aye; Dr. Trent, aye and Chair, aye.

IV. Concerns of the Committee
Dr. Trent asked if the dates and timeline are manageable. Mr. Turbitt confirmed the timeline is viable.

V. Public Comment
No Public Comment.

Mr. Thronewill asked how does the RFP get distributed. Mr. Turbitt stated it’s advertised in the Goods & Services of the Commonwealth, State Bid List, Inquirer Mirror and Boston Globe newspapers and on the Town of Nantucket website. He also stated the State has an investigatory bid list and would receive an invitation to bid to cast a net as wide as possible.

VI. Next Meeting- Monday, July 7, 2025 at 5:30 PM

VII. Adjournment

Rocky fox motioned to adjourn the meeting at 6:23 PM; seconded by Clifford Williams. All in favor by roll call vote, Dr. Noelle Trent, aye; Clifford Williams, aye; Luke Thornewill, aye; Rocky Fox, aye and Dr. Malcolm MacNab, aye.

Approved July 14, 2025

List of documents used at the meeting:

III. DRAFT Request for Proposal (RFP)