

Provincetown Cultural Council
Oct. 22, 2014 5:00 pm
Provincetown Town Hall

Minutes

Present: Grace Ryder-O'Malley (chair), Robert Speiser, Judy Cicero, Francine D'Olimpio, Cherie Mittenthal, and Brian O'Malley (clerk)

There were no public comments.

Key purpose of the meeting was a conference call with Jason A. Panos, representing Town Counsel. The call began just after 5:00, and concluded at 5:50.

Counsel had reviewed draft minutes of our 10/14/14 meeting. He advised us of the very strict limitations on the procurement process defined under MGL 30B, Sect. 6, which prohibits any limitation on the respondents to an RFP. Thus, our proposed Request for Qualifications, intended to narrow the field of applicants, is not permitted.

After extended discussion, the following process evolved, and appears to fit the 30B requirements:

- 1) We will advertise broadly for an Expression of Interest in the Provincetown AIDS Memorial project. This stage should include the artist's background, prior public and other art, and general concepts for the AIDS Memorial.

- 2) These responses are reviewed by the PCC, and from them, the Evaluation Criteria are refined for the RFP.

- 3) The Request for Proposals is again widely advertised, and is also sent to all respondents who submitted an Expression of interest. This RFR will include a proposed budget.

- 4) All responses are reviewed by the PCC and defined others. Cost estimates for each proposal will be sent under separate cover to the Office of the Town Manager, and will not be considered in this review. A small number of semi-Finalists, probably three (3), will be recommended to the Town Manager. As Purchasing Agent, Town Manager is responsible for designating the winning proposal.

Minutes of Oct. 14 were approved with a spelling correction and a clarification.

In other business, we reviewed the revised design for the logo. The ribbon section with the words "AIDS Memorial" is now front; the section with "Provincetown" is rear. For buttons, the 1 ½ inch square size is felt appropriate. We gave approval both to the logo, which should be high-res printed, and to the button.

We envision these buttons as tokens for donations, and we hope to build a cachet about them to advance community funding for the project.

Motion to adjourn approved 6:20 pm.