

**Town of Westwood
Islington Center Task Force Meeting
Thursday, May 19, 2016
7:00 PM
Champagne Meeting Room – 50 Carby Street**

Meeting Minutes

The meeting was called to order at 7:00 PM.

Task Force Members Present:

Helen Gordon, Rabih Shanshiry, Al Wisialko, Mary Beth Persons, Kela Klosi, Trish Tucke, Michael Jaillet, Nora Loughnane, Nicole Banks, Tricia Perry, Sarah Cleveland, Michael Reardon, Paul Sicard.

Members Absent: Trevor Laubenstein, Michael Walsh, George Hertz, Nancy Donahue, Jack Patterson, Pam Dukeman, Todd Korchin, Abby McCabe.

Islington Branch Library Presentation:

Library Trustee Mary Beth Persons gave a PowerPoint presentation (copy attached) of the Westwood Public Library System, including information about hours, employment, programming, attendance and circulation at the Main Library on High Street and at the Branch Library on Washington Street.

Update on RFP for the Redevelopment of Property in Islington Center:

The RFP was released by the Procurement Office and advertised in Boston Globe, Westwood Press, and Commonwealth Register. Notice of the RFP was also sent to known developers who are known to engage in mixed-use development or have previously expressed interest in commercial development in the Westwood area. A resident questioned why the town would contact developers rather than rely on them to see the advertisement and take the initiative to obtain the RFP. Task force members explained that it would be in Westwood's best interest to cast as wide a net as possible, both to encourage competition in the bidding process and to increase the likelihood of receiving the most creative responses.

There were several questions about the RFP process. It was explained that any interested bidders must sign in through the town's Procurement webpage to receive a copy of the RFP and any clarifications or addenda. A site visit held on May 18th was attended by five persons representing two potential development teams. Responses to the RFP are due on June 20th. Copies of all proposals received by that date will be delivered to task force members at its June meeting for review and consideration at a subsequent meeting.

Following review and ranking of all proposals, the task force will make recommendations to the Board of Selectmen. The Board of Selectmen will consider the task force's recommendation and will decide in any proposal is worthy of further consideration. If the Board of Selectmen find that one or more proposals are potentially beneficial to the town, the Board will enter a Disposition Agreement with the Proponent which will be contingent upon the receipt of all necessary approvals. At that point, the Proponent would be required to begin the permitting review process. If any proposal survives the permitting process, it would then be brought to Town Meeting for consideration. The ultimate approval authority will be Town Meeting voters.

Review of Draft Score Sheet for Review of Proposals:

Task force members reviewed and discussed a draft score sheet to guide the task force in its review of proposals received in response to the RFP. Members agreed that proposals would be scored using quantitative and qualitative analysis. All proposals which meet the threshold criteria will be reviewed to assess their positive and negative attributes according to specified categories.

**Town of Westwood
Islington Center Task Force Meeting
Thursday, May 19, 2016
7:00 PM
Champagne Meeting Room – 50 Carby Street**

Update on Islington Center Online Survey:

Copies of a completed online survey were distributed to task force members. The link to the online survey has been included in the town's quarterly newsletter which will be mailed to all residents for delivery on or about June 15th. That link will also be posted to the town's webpage and noted in an article in the Westwood Press. Paper copies of the survey will be available to residents who don't have ease of computer access. These copies may be picked up at the Westwood Senior Center, the Main Library, the Islington Branch Library, the Town Clerks' Office, or the Planning Office. The survey will be open through June 30th, after which the results will be tabulated and posted to the town's webpage.

Public Comment:

A resident asked how citizens might participate in the online survey if they have no computer. It was noted that paper copies of the survey will be available at the Westwood Senior Center, the Main Library, the Islington Branch Library, the Town Clerks' Office, or the Planning Office. It was also noted that residents may call the town to request that a paper copy of the survey be mailed to their address.

Residents spoke to the task force about a petition that was signed by numerous residents interested in encouraging the preservation and continued municipal use of the Islington Community Center building. Copies of the petition will be mailed to the Board of Selectmen and the Planning Board, and will be distributed to members of the task force.

A resident asked if the proposals received in response to the RFP would be made available to the public. Proposals will be redacted to remove sensitive financial information which is relative to the town's review but cannot be made public. Those redacted copies will be made available to the public once they have been approved for release by the Procurement Officer.

Minutes:

On a motion by Michael Jaillet, seconded by Trish Tucke, the minutes of April 6, 2016, were unanimously approved as written.

Next Meeting Date:

The next meeting was tentatively scheduled for Wednesday, June 22nd in the Islington Community Center. It was noted that this next meeting will begin with a walking tour of Islington Center, weather permitting.

The meeting adjourned at 9:05 pm.