

ADOPTED 4-5-08

AFRICAN BURIAL GROUND COMMITTEE

FEBRUARY 20, 2008

PORTSMOUTH CITY HALL

4:00 P.M.

Present: Vernis Jackson (by phone); Mary Bailey; Valerie Cunningham; Councilor Christine Dwyer; Councilor Laura Pantelakos; Jack McGee; Steve Parkinson (Ex-officio)

Absent: Suzanne M. Woodland (Ex-Officio)

Also Present: Cindy Hayden, Deputy City Manager; David Moore, Assistant Community Development Director and Robbi Woodburn of Woodburn and Company (Consultant)

The meeting opened and the first item of business was election of the Chair and Vice Chair. Councilor Dwyer nominated Ms. Jackson to serve as Chair of the committee, this motion was seconded by Mr. McGee. Ms. Jackson (participating via telephone) accepted the nomination and all voted in favor. Ms. Jackson then nominated Ms. Bailey to serve as Vice Chair, the nomination was seconded by Mr. McGee and all voted in favor.

Ms. Jackson then asked Ms. Bailey to run the meeting in her physical absence. Ms. Bailey moved to the consideration of the minutes from October 23, 2008. Ms. Cunningham, noted that she is not a relation to the "Cunningham" referred to in the draft minutes and requested that first names be inserted for the artists. Mr. McGee requested that staff review the appropriate form in which the minutes are recorded when a non-public session is entered into. Mr. Moore said that he would review that issue with the Legal Department. Mr. McGee made a motion to accept the minutes as amended, the motion was seconded by Councilor Pantelakos and all voted in favor.

Ms. Hayden clarified that the purpose of the meeting was to determine which artists to invite for interviews with the committee. She reminded the Committee that a Request for Qualifications had been issued previously and a total of 26 artists submitted qualifications. The Committee then short-listed three out of the 26 artists and invited them to submit proposals as part of a Request for Proposals process. Councilor Dwyer then moved to enter non-public session for the purpose of discussing the proposals from the finalist artists in response to RFP #29-08. Mr. McGee seconded the motion; all voted in favor.

Over the course of the non-public session, each proposal was reviewed in turn and each member of the committee had an opportunity to comment. After a discussion about the proposals in general, it was agreed that each of the short-listed artists should be invited for an interview with the committee.

Mr. McGee moved that the Committee return to public session and Councilor Pantelakos seconded the motion; all voted in favor.

Mr. McGee moved to hold a meeting on Saturday April 5th, in which to interview all three of the finalist artists, unless a conflict with the date was reported to staff in the next day or so. Councilor Pantelakos seconded the motion; all voted in favor. It was agreed that each artist would be given some feedback on their proposals and a question to respond to in preparation for the interviews.

Mr. McGee moved to adjourn the meeting and Councilor Pantelakos seconded the motion; all voted in favor.