

Adopted July 24, 2008

AFRICAN BURIAL GROUND COMMITTEE

APRIL 9, 2008

PORTSMOUTH CITY HALL

5:00 P.M.

Present: Vernis Jackson, Chair; Mary Bailey, Vice Chair; Valerie Cunningham; Councilor Christine Dwyer (by phone); Jack McGee; Steve Parkinson (Ex-officio); Suzanne M. Woodland (Ex-Officio)

Absent: Councilor Laura Pantelakos (called)

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

Chairperson Jackson opened the meeting and recognized Mr. Moore to review the purpose of the meeting, which was to conduct follow-up artist interviews of two artists for RFP #29-08. Chairperson Jackson asked for a motion to enter non-public session for the purpose of interviewing artists. Ms. Cunningham moved to enter into a non-public session and this was seconded by Mr. McGee. All voted in favor

Councilor Dwyer moved to seal the minutes of the non-public session in order to preserve the integrity of the procurement process and to protect the reputation of the artists; Ms. Cunningham seconded the motion. All voted in favor.

Ms. Bailey moved that the Burial Ground Committee recommend that the City enter into an agreement with Jerome Meadows to carry out the scope of work in RFP #29-08. Councilor Dwyer seconded the motion. Ms. Bailey, Ms. Dwyer, Ms. Cunningham, and Ms. Jackson, all voted in favor. Mr. McGee voted opposed.

The Committee then had a discussion regarding the scope of work and contract negotiations with the artist. Mr. McGee moved that Committee request the City staff to review the scope of work in the contract prior to contract execution; Councilor Pantelakos seconded the motion. Mr. Moore indicated the scope of work would be based on the scope of work in the RFP document. Ms. Woodland advised the Committee that the City Manager would act on the Committee's recommendation and has the authority to negotiate and enter into all contracts on behalf of the City. The motion failed four to one with Mr. McGee voting in the affirmative.

Chairperson Jackson adjourned the meeting.

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**APRIL 9, 2008 MINUTES CONTINUED
SEALED ON APRIL 9, 2008
UNSEALED ON JULY 24, 2008**

SEALED MINUTES FOR CONSIDERATION OF ARTIST PROPOALS
IN RESPONSE TO RFP #29-08

DRAFT

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These minutes are for that portion of the meeting which was held in non-public session.

After the motion was agreed to enter into a non-public session, Fern Cunningham (finalist artist) was contacted to begin her follow-up interview with the Committee. After Ms. Cunningham, Mr. Meadows was contacted for his follow-up interview with the committee.

Committee members had an opportunity to ask each artist questions about their experience, work schedule, concept for the site and overall project understanding.

After comparing responses and overall artist submissions for RFP #29-08, the committee discussed the two artists. Several members commented on Mr. Meadow's preference for design cohesion for the site. They remarked how he used the site to shape his concept as opposed to making a concept fit the site. They also remarked that the artist is able to design and produce the artistic elements for the project in a time frame more in keeping with the Committee's expectations. In addition, the Committee felt that Mr. Meadows would work well with the Committee and incorporate Committee ideas, while maintaining project cohesion.

The Committee discussed Ms. Cunningham's presentation and her phone interview. The Committee noted her interest in the project and her passion for her artwork. There was

some concern expressed about her ability to produce her artwork in a time frame keeping with the Committee's expectations. Some concern was expressed about the cohesiveness of her design proposal. There were positive comments about some of her design ideas.

Committee members expressed their support for their preferred choice. During the discussion, a straw poll of committee members was taken in support of Ms. Fern Cunningham as the chosen artist. In the poll, Mr. McGee and Ms. Valerie Cunningham supported Ms. Fern Cunningham and Ms. Bailey, Ms. Dwyer and Chairperson Jackson preferred Mr. Meadows.

The Committee members agreed that hearing from the artists themselves again was helpful for the selection process.