

Vaughan Mall Blue Ribbon Committee
Meeting Minutes
November 1, 2019

Members Present: Doug Roberts, City Councilor; Nancy Pearson; City Councilor; Ned Raynolds, City Councilor; Brian Murphy; Ellen Fineberg; Sam Winebaum; Peter Vandermark

Staff: Nancy Carmer, Economic Development Manager

Review/acceptance of October 18, 2019 draft meeting notes

On a motion by Ned Raynolds, seconded by Brian Murphy, the draft meeting notes of October 18, 2019 were unanimously approved.

Discussion of Potential Project Landscape Architects

Review/select candidates for interviews

On a motion by Ned Raynolds, seconded by Sam Winebaum the Committee voted to go into non-public session to discuss which firms to interview noting that if discussed in public session it might adversely affect the reputation of the individuals or firms involved. The vote to go into non-public session was unanimous.

On a motion by Sam Winebaum, seconded by Ned Raynolds, the Committee unanimously voted to come out of non-public session in order to vote on firms to interview for the Vaughan Mall short-term improvement project.

Minutes of the non-public session: There were no motions made or votes taken in the non-public session.

On a motion by Ned Raynolds, seconded by Nancy Pearson, the Committee unanimously voted to contact the following firms to determine their interest in interviewing for the work associated with the Vaughan Mall Improvement Project: Woodburn & Company, Terra Firma, Whole Systems Designs, Klopfer Martin Design Group.

Discuss Interview Process

It was decided that staff will send a revised project statement to the committee for review/edits prior to providing it to interviewees. When complete, staff will contact the firms selected to determine interest in interviewing for the project. If all four candidates express interest in interviewing, the Committee will conduct interviews on two separate days with two candidates per day. Interviews will be in non-public session. Candidates will be offered the opportunity to provide a brief statement of project approach for the Committee's review prior to the interviews. Format for the interviews will be as follows: candidates will be given an opportunity to introduce their firm and their relevant work followed by a list of 4-5 questions to be asked of each candidate.

Discuss interview schedule

Pending availability of the solicited interview candidates, the Committee will plan two-90 minute meetings for interviews on Monday, December 9, 2019 and Tuesday, December 10, 2019.

Next Steps:

1. During week of November 4th, staff will send a revised project statement to the committee for review/edits prior to providing it to interviewees.
2. During the week of November 11th:

- Staff will contact the firms selected to determine interest in interviewing for the project. The revised project statement will be provided to candidates interested in interviewing.
- Committee members will send to staff 4-6 potential interview questions to be vetted by the committee.

Next meeting –December 9, 2019 at 8:00 AM in Conference Room A at City Hall.

The meeting ended at 9:28 AM.