

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*August 25, 2010*

**Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township**

**Minutes of the Regular Meeting**

**Wednesday, Aug. 25, 2010 7pm**

**Municipal Complex, Conference Room A**

**400 Witherspoon Street, Princeton, NJ**

**1. Call to Order**

The meeting was called to order at 7:05 pm, with Ms. Shabnam Salih reading the Open Public Meetings Act Statement:

The following is an accurate statement concerning the providing of notice of this meeting and said statement shall be entered in the minutes of this meeting.

Notice of this meeting as required by sections 4a, 3d, 13 and 14 of the Open Public Meetings Act has been provided to the public in the form of the written notice attached hereto.

On July 30, 2010 at 10:00 a.m., said notice was posted in the official bulletin board, transmitted to the Princeton Packet, the Trenton Times, the Town Topics, filed with the Township Clerk and posted on the Princeton Borough and Princeton Township websites.

**2. Roll Call**

**Present:** Golden, Haynes, Metro, Miller, Lempert, Lilienthal, Lahnston, Simon, Goldfarb, Trotman, McCarthy, Pascale, Brushchi

**Absent:** Goerner, Small

**3. Approval of Minutes From August 11, 2010**

*August 25, 2010*

Simon makes several suggestions for revisions to the minutes from Aug. 11 and the Commission unanimously approves these suggestions.

#### **4. Review Consultant RFP**

Chairperson Lahnston thanks Jim, Bob, Alice and all others who worked on getting the final RFP out in a timely manner. Chairperson Lahnston then opens up discussion for any concerns regarding the final RFP.

Goldfarb is concerned that September 2, 2010 may be too early for the pre-bid conference. Bruschi and Pascale both agree the September 2<sup>nd</sup> date provides more than enough time for consultants to prepare for the conference and prepare any questions regarding the proposed work.

Chairperson Lahnston asks if the township or borough administrators have received any calls of interest thus far regarding the RFP and Bruschi explains he has received two such calls.

Haynes comments that the schedule of the RFP reflects the best dates possible for an efficient and timely process.

Lilienthal asks what will the work of the Commission be before the final proposal is received and is concerned that there will be too much “waiting time”. Chairperson Lahnston agrees this is an important concern and the Commission will address this concern at a later point.

*August 25, 2010*

## **5. Discussion on “Briefing Session” for Potential Consultants**

Mayor Miller and Mayor Trotman would like to be silent members in the briefing. It is also requested that Salih be present for note taking at the briefing to keep record of questions and answers.

Chairperson Lahnston then asks for thoughts or comments from the Commission for Pascale and Bruschi to keep in mind during the briefing.

Goldfarb is concerned about the budget, specifically about not giving a clear budget to consultants.

Simon explains that some idea of budget should be given to consultants.

Chairperson Lahnston explains that consultants have an idea of the grant money from the state. He continues that it needs to be made clear to the consultants the sense of urgency and importance of meeting all deadlines and milestones as outlined in the RFP.

**Chairperson Lahnston makes motion to move on to next agenda item.**

## **6. RFP Timeline and Milestones**

Note: All responses to the RFP are due 9/17/10 and the following Commission meeting is scheduled for 9/22/10.

There is discussion regarding how the streamlining of proposals, the interview and decision process will occur.

Chairperson Lahnston proposes the following process:

1 All Commission members receive copies of all proposals submitted by consultants to prepare for Commission meeting on 9/22

2 Pascale and Bruschi to prepare a matrix detailing important aspects of the different proposals and identifying different proposals that are fully compliant with the

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*August 25, 2010*

RFP. This matrix will be sent out to the Commission for their viewing before the 9/22 meeting, if possible.

3 Interviews for chosen consultants will be set up and the Commission will prepare for the interview process

**Motion is made by Goldfarb to accept this proposed process. Lilienthal seconds the motion.**

Commission members will receive copies of all submitted proposals on 9/17 in preparation for 9/22.

The following Commission members would like to receive hard copies of the proposal: Lahnston, Miller, Goerner, Metro, Simon, Haynes, Golden, Trotman, and Lilienthal.

The following Commission members would like PDF copies: McCarthy, Goldfarb, Pascale and Bruschi.

Chairperson Lahnston explains that in the briefing, it must be made clear to consultants that 9/27 is the interview date. Mayor Miller suggests that there be adequate time for each interview and Lilienthal adds that the Commission should start the interview process at 4pm, to allow sufficient time. Chairperson Lahnston proposes the meeting on 9/27 begin at 4pm.

There is then discussion as to whether the interview process will be open or closed. Chairperson Lahnston proposes to make the interviews and the decision an open process.

**Goldfarb motions the proposal and Mayor Miller seconds the motion.**

**Roll Call: Unanimous Aye**

*August 25, 2010*

**\*\*Special notice for this meeting on the 27<sup>th</sup> must be prepared and delivered for public notice.**

## **7. The Process To Be Followed To Evaluate Consultant Proposals**

Commission members discuss open versus closed interviews of consultants as well as the evaluation criteria for consultants' proposals.

The Commission discusses that they will base the evaluation process upon the criteria matrix provided by the township and borough administrators.

McCarthy explains that the evaluation process does not need to be made public or shared. Goldfarb explains that it is not necessary to come up with an evaluation process at this time.

Lilienthal asks how Bruschi and Pascale will initially evaluate the proposals.

Bruschi explains that they will read through proposals, find the preferred proposals and that the best fitting proposals will stand out.

Commission concerns are regarding the entire evaluation process being in open session and how that may impact a fair process. Metro expresses concern that conversations with consultants will not be as candid as necessary should it be in open session.

Chairperson Lahnston explains that going into closed session for the interview meeting is a possibility and something the Commission may choose to do. He also requests that Pascale and Bruschi explain to consultants at the briefing that the Commission prefers that there be one consultant at a time in the interview room.

It is also agreed that there should be some type of interview guidelines and structure to be followed for all consultants.

Chairperson Lahnston reiterates that for the 9/22<sup>nd</sup> meeting, Commission members will have a copy of all proposals submitted as well as a summary and recommendations from Pascale and Bruschi.

Miller asks if local procurement laws will cover the consultant work/ contract and Pascale explains that such laws will cover the process. McCarthy explains that there will also be a grievance process available for any consultants who should choose to use it.

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*August 25, 2010*

The Commission refers to a consultant who is a member of the public audience who says if asked, consultants will likely respect the Commission's wishes for only one consultant to be present in the interview room at a time.

Haynes express concern that the budget is still an issue and that should negotiation be needed, that must be done in closed session.

Chairperson Lahnston moves the Commission on from this point, as there is much to still be discussed and decided regarding these issues.

Chairperson Lahnston and Bruschi explain that consultants' references will be checked between 9/22 and 9/27.

## **8. Establish Sub-Committees, Membership and Chairs**

Chairperson Lahnston creates five subcommittees for the purposes of this Commission and its work. He reserves the right to create ad hoc committees as needed.

Goldfarb and Mayor Miller agree that non-Commission members should be considered for subcommittees.

Subcommittees will interact with and serve as a resource for consultants.

The subcommittees created are the five listed below with Commission members and Chairs listed.

### **1 Police**

Chair: Metro

Members:

Metro  
Lilienthal  
Mayor Miller  
Mayor Trotman

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*August 25, 2010*

**2 Public Works**

Chair: Haynes

Members:

Golden  
Lahnston

**3 Full Consolidation**

Chair: TBD

Members:

Simon  
Mayor Miller  
Goerner  
Goldfarb

**4 Finance**

Chair: TBD

Members:

Simon  
Goerner  
Goldfarb

(McCarthy)

**5 Social Aspects/ Community Issues**

Chair: Golden

Members:

Simon  
Haynes  
Lilienthal

*August 25, 2010*

Chairperson Lahnston asks for Goldfarb to determine a chair by 9/22 for the finance subcommittee and for Mayor Miller to determine a chair for the full consolidation subcommittee.

Chairperson Lahnston explains to Commission members to begin focusing thoughts on subcommittees however no work is necessary at the moment.

The public schedule for subcommittees will be discussed and finalized at a later time.

## **9. Discussion- Any Opportunities to Accelerate the Process**

Chairperson Lahnston would like for the Commission to constantly be focusing on how to accelerate the process and be the most time effective as possible. Mayor Trotman suggests putting this agenda topic on the agenda for all meetings as to allow a designated time to consistently discuss opportunities for accelerating the process.

Simon suggests that the Commission needs to set time aside for a full conversation on four different option models regarding the issues of this Commission (1. Doing nothing, 2. Public works, 3. Police, 4. Full consolidation.) Simon explains that the group must discuss pros and cons to each possibility as well as do risk mitigation for each choice so that by the end of the process the Commission has a clear ideas as to where it will go and what the recommendations are. This will need to be an ongoing conversation and keep in mind the open questions concerning the Commission.

This conversation should be continuous as well as in parallel to the work of consultants. Chairperson Lahnston requests of Simon to prepare the structure for this conversation. This conversation/ agenda topic will be put on the agenda for a meeting in beginning of October 2010.

Simon also suggests that each of the subcommittees works with the process outlined below.

- 1 Listing Pros/Cons
- 2 Risk Mitigation
- 3 Creating the Potential Structure of Solutions



*August 25, 2010*

## **10. Budget Review**

Bruschi explains that it is still too premature to set the budget.

Chairperson Lahnston asks how the Commission will handle a possible funding gap.

Goldfarb explains that it will be easier to raise money and get funds when the Commission is committed to a consultant and things are finalized.

Mayor Trotman is in favor of obtaining funds from sources other than the municipalities but if there is a funding gap still, the township and the borough will split the balance.

Simon favors having a realistic idea or range of the budget for the consultant's work as this may impact the consultants who are chosen.

Mayor Trotman explains that the mayors will have resolutions for the cost of the work not to exceed a certain amount.

Pascale explains that the funds must be available before the consultant's contract is awarded.

Chairperson Lahnston would like to further discuss more realistic numbers concerning the budget on 9/22.

## **11. Comments from the Audience**

A member of the public asks if the cost is split evenly between the borough and the township.

Pascale answers yes.

Another member of the public asks if the agenda is available to the public on the township site.

The agendas will be posted in the future.

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*August 25, 2010*

Lastly, a member of the public asks for members to have placards with their names on it as well as a more public friendly seating configuration so that the audience may be able to see all Commission members.

Placards will be ordered and a possible room and seating formation change will be considered and finalized before the next meeting.

**12. Adjournment**

Lilienthal makes motion to adjourn and motion is seconded by Golden.

**Roll Call Unanimous Aye**

Meeting is adjourned at 9:15 pm.

**Respectfully Submitted,**

**Shabnam Salih, Study Commission Secretary**

Approved: September 22, 2010