

Park and Recreation Commission	Meeting Minutes
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Date: April, 5 2021

Place: Zoom Webinar

Commissioners Attending: John Bain, Nancy O'Connor, Clara Batchelor, Wendy Sheridan, Antonia Bellalta, Dan Lyons and Jim Carroll

Commissioners Absent:

Staff: Leigh Jackson: Recreation Director, Justin Lawson; Golf GM

TOPIC	KEY POINTS/DISCUSSION
<p>Welcome/Golf Course RFQ</p>	<ul style="list-style-type: none"> • J Bain. - Welcome to Parks and Rec special meeting April 5, 2021. Today we are going to discuss both RFQ and RFPS for Golf and Tennis bids. J. Bain stated that he wanted to acknowledge the zoom glitch that occurred in the last public hearing for the golf course. On March 18, 2021 the limit of attendees was 100 we have since requested a new license to allow for 500 people. We managed the best we could and we believe everyone was able to speak who wanted to. J. Bain stated that Lisa Wisel's questions from public hearing have been answered and reviewed by legal. • How is the RFQ advertised and how were the bidder informed that the RFQ was available. Was it available in central register of goods and services and local and minority papers? J. Bain stated the answer is the process was followed under the RFQ which is different from the RFP. There are no requirements from advertising in the central register of goods and services bulletins with an RFQ. Under and RFQ at least three quotes must be solicited from services provided, which is what occurred. • Second question from Lisa Wisel; How were the bidders made aware of the RFQ. J. Bain stated that the bidders was made aware through the restaurant industry. • Third Questions: How is this possible that the RFQ could have been approved so shortly after interviews were conducted on 3/1/21? J. Bain answered by stating that all three providers were informed that the review committee would make recommendations to the park and recreation commission which was at the next

	<p>step. The next meeting was 3/9/21 which is when it was placed on the agenda 3/4/21.</p> <ul style="list-style-type: none">• Were references checked? J. Bain stated that references were checked for the winning bid. Each provider was given the same opportunity.• Since there wasn't any criteria to be judged what was the process of evaluating each bidder? J. Bain stated that the contract is awarded to the person offering the needed quality of service at the lowest quotation.• L. Jackson – Sent memo to Mel around this topic on 3/15 and has since updated it. Please see attached memo. The memo is intended to inform him of the procurement and selection process that was followed for the food and beverage concessions at the Robert T. Lynch Golf Course. For some time staff have been considering the opportunities to expand food service operations at the golf course and making this a full year operation. An RFP went out on 12/17/2020 and there were no bids received but a lot of interest. The town then modified the contract and an RFQ was issued on 2/10/21 with a deadline of 2/17/21. An evaluation committee was then tasked to interview potential vendors. The recommendation by the committee was to award Chris Yorty. His proposal included a 6% sales option which provided greater revenue to town. This was presented to The Parks and Recreation Commission on 3/9/21 where it was voted unanimously. This agenda was posted on 3/4/21. After the meetings on 3/9/21 a great deal of concern started flooding in favor of Vine Ripe keeping contract. Leigh Jackson stated that she has received about a hundred emails in support of Vine ripe similar to what you heard at public hearing. The Select Board reported to L. Jackson that they have a similar number of emails in support of Vine ripe. She stated that it is important to note, the fact that catering off site and philanthropy were not Criterion of this golf course RFQ.• N. O'Connor wanted some clarification on the letters that L. Jackson received. She is curious, that in terms of the description of the process and the way that legal and Dave	
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	<p>Geanakakis described and the lengthy letter from L. Jackson, it doesn't sound like letters of this nature would be part of a decision of an unbiased panel. She just wanted to say that it was her sense, to be clear.</p> <ul style="list-style-type: none"> • J. Bain – The new RFQ is not a catering business, events will be held but once again this is a golf course vendor. Hearing no objection on the vote from 3/9/21 the commission will stand as it was voted on 3/9/21. J. Bain stated that this is not a public hearing this is a commission meeting and there will be no public comment today. 	
<p>RFP Tennis Update</p>	<ul style="list-style-type: none"> • N. O'Connor stated that most of complaints were surrounding customer service and court conditions. Nancy would like for recreation staff to monitor this issue and present it to the commission monthly. • J. Bain - Is there a motion to reconsider the RFP for Tennis? I hear none so vote on March 9th will stand. 	
<p>Recreation Report</p>	<ul style="list-style-type: none"> • L. Jackson -. We have posted everything for soccer including teams and schedules. We have 650 people registered. That was target. Flag football starts in the next two weeks and schedules and rosters will be made by 4/9/21. Lacrosse started last week and we have 407 registrants and 250 of them are girls. There are three scheduled archery programs and they have all sold out. Vacation week is sold out for both Stephanie's Environmental Ed programs and Britney's Enrichment Activities. Track and Field has also sold out for the spring and Pickle ball continues to grow. Josh Cooke will be in charge of developing senior programs again. He is back working with Brookline Recreation, and are grateful to have him back in office and very happy for the senior community as well. Babysitting blast and chess was sold out last week. L. Jackson stated that the department is also hiring for an Aquatics Director and Jon Lewitus and L. Jackson will be interviewing. Amilia roll out is still going and for the public it has been great but for staff we are still working on issues. Lastly Leigh stated that she thanks the 	

	<p>commission for taking part in the 110% cost recovery project and we hope to have something to share in approximately 4 weeks.</p> <ul style="list-style-type: none">• J. Bain stated that the commissioners apart of the committees have had a very difficult time making these decisions but wanted to thank them all for their hard work. J. Bain asked how Brookline day was coming? L. Jackson stated that the department will not be hosting Brookline day this year but will be still running the 5k road races.• J. Carroll asked whether or not the numbers for the programs are still running at a certain percentage. L. Jackson stated that programs are running roughly about 65% capacity. J. Carroll responded asking how is that in terms of budget? L. Jackson stated that the Recreation Department is tracking well, shouldn't have to borrow money this year from the town and should be able to cover everything from retained earnings.• J. Bain asked to hear from Justin in regards to golf course updates. J. Lawson stated that the driving range opened up on St. Patrick's Day and the golf course opened up on 3/20/21. Course is averaging about 100 golfers per day. Demand is very high and the course opened up all 18 holes this past weekend. J. Bain asked for more information on driving range. J. Lawson stated the course has done about \$30,000 worth of business on the driving range and \$50,000 on the course. J. Bain asked about times and if it is limited? J. Lawson stated that team is managing frost and chilly mornings but hoping to expand later this week. J. Bain asked about covid policies and sanitation. J. Lawson stated that procedures from last year are still being following and they have not had any issues.• W. Sheridan spoke upon J. Carrols question and asked Leigh to provide numbers from previous years so commission could compare and could potentially help with policies.• N. O'Connor stated that she hopes to see some improvements on the landscaping that was lost due to the draught from last year. J. Lawson responded by saying he is in contact with	
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	<p>Arlene and they are looking at areas in which they can replant. Also the irrigation is fixed which should help those areas that continuously have had issues in the past.</p> <ul style="list-style-type: none"> • L. Jackson stated that if any attendee wanted to email the commission they can email me at lmjackson@brooklinema.gov and direct it to the Commission, and I will forward it on to the Park and Recreation Commission. 		
<p>Chat Window</p>	<ul style="list-style-type: none"> • Could you please address why the golf course boxed up Vine Ripe business belongings last week? • Did the Commission get to see these the emails? • I had one remaining question regarding the Vine Ripe situation. The public opinion did not factor into your decision, which I understand is your right. I do wonder about packing up the Wisel's things before today, still without reaching out to them. Seems tone deaf to the sentiment of the community, regarding insensitivity, even if your decision was to be the same. 		
<p>Adjourn</p>	<ul style="list-style-type: none"> • Clara Batchelor moved to adjourn. Seconded by Jim Carroll. All in favor. 		

Next Meeting:

Location: Zoom Webinar

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Date: 4.5.21

T O W N of B R O O K L I N E
Massachusetts
Recreation Department

Park and Recreation Commission

John Bain, Chairperson Leigh Jackson
Nancy O'Connor, Vice Chairperson
Clara Batchelor
Antonia Bellalta
James Carroll
Daniel Lyons
Wendy Sheridan

Director of Recreation

Memorandum

To: Mel Kleckner, Town Administrator

From: Leigh Jackson, Recreation Director

Re: Golf Course Concession Vendor Contract

Date: March 15, 2021; Updated April 2, 2021

This memorandum is intended to inform you of the procurement and selection process that was followed for awarding the food concession contract at the Robert T. Lynch Municipal Golf Course.

For some time, staff have been considering the opportunities that an expanded food service operation at the golf course would provide. Opportunities include operating the restaurant year round, expanding service to golfers during golf season, and supporting community programming in the off-season. With the current service contract expiring on March 31, 2021, we felt it was the right time to pursue an expanded operation. As required by law, we issued a public Request for Proposals (RFP) on December 17, 2020 with a response deadline of January 20, 2021. However, no formal proposals were received to this RFP. A number of possible vendors expressed an interest in the contract but felt the risk and length of the contract included within the RFP were excessive. We decided to modify the contract terms by limiting it to one year and by reducing vendor risk. With this shorter contract length, and with the term of the existing contract coming to a close, we used the expedited process of

Quotes (RFQ) process allowed by law. The RFQ was issued on February 10, 2021 with a response deadline of February 17, 2021. The current vendor and other vendors who had expressed interest in the contract submitted quotes by the published deadline. The Procurement Officer appointed a review committee comprised of two members of the Park and Recreation Commission and three relevant Town staff. The committee reviewed the submitted quotes, interviewed each respondent, and recommended a vendor for the contract. The recommendation was to award the contract to BM&S LLC d/b/a Bisq Meats & Sandwiches, an entity controlled by Chris Yorty. Mr. Yorty has an exceptional reputation as a chef in greater Boston and a commitment to pursue our business vision for the course. Mr. Yorty's price proposal included the 6% of sales option, which provides an opportunity for greater revenue to the Town.

I presented this recommendation to the Park and Recreation Commission at the Commission's meeting on March 9, 2021 under the agenda topic described as "Update on 2021 Golf Course Food and Beverage RFQ - Announcement & Vote of Support- Leigh Jackson." The agenda for this meeting was posted on March 4, 2021. On March 9, 2021 the agenda was amended but those changes did not alter the description of this item. On March 9 following my presentation, the Commission voted unanimously to support the review committee's recommendation to award the contract to Chris Yorty.

Following this action, a great deal of public concern and confusion has arisen. In response, I recommended that a meeting of the Park and Recreation Commission be convened to hear public comment on the matter. This meeting was originally scheduled for March 16, 2021, but it has since been postponed to Thursday evening, March 18, at 7:00PM. We will widely circulate the new date and agenda for this meeting.

Addendum, Updated April 2, 2021

The Park and Recreation Commission held the Golf Course RFQ Public Hearing on March 18, 2021. Besides the initial Zoom capacity limit of 100 people, the Public Hearing was a time to hear input from the community for the RFQ Process. We heard from well over 35 attendees including Lisa Wisel, and meeting never dropped below 94 attendees.

The Director of Recreation has received 100s of emails in support of Vine Ripe in the last few weeks, and the Select Board reports a similar number of emails received. The Park and Recreation Commission was invited to a Discussion with the Select Board on 3/30/21. At that meeting, Lisa Wisel was given time to make a public comment. Questions and Answers were asked from Select Board to the Park and Recreation Commission and a few Town Staff Members. The Select Board agenda item took approximately one hour.

After the Select Board Meeting, the Park and Recreation Commission decided to host a public meeting to take place on Monday, April 5, 2021 with an agenda item:

9:05 AM Discussion of Golf Course Concession Vendor RFQ Process – John Bain

9:10 AM Possible reconsideration and vote on the Golf Course Concession Vendor RFQ

recommendation – Commission

The Director of Recreation, Mel Kleckner, and Select Board Members are still receiving email in support of Vine Ripe. I want to acknowledge the difficult yet necessary process we are required to do by law. Thank you for the time you have allowed me to speak. I'd like to now ask if Commissioner Carrol or Bellalta have anything they'd like to add?