

Resident Curator Program Development Project Team
September 28, 2015, 6:30 p.m. – Meeting Minutes
City of Fairfax Regional Library
Meeting Room B, 10360 North St, Fairfax, VA 22030

Facilitator: Denice Dressel, Park Authority Resident Curator Project Manager

Members Present:

Brian Williams, FCPA	Denice Dressel, FCPA	Leonard Clark, RM	Sara Silverman, OCA
Christopher Daniel, ARB	Elizabeth Crowell, FCPA	Linda Blank, DPZ	Janet Burns, FCPA
Cindy Walsh, FCPA	John Burns, ARB	Michael Thompson, PAB	Connie Weyant, FMD
Daniel Robinson, OCA	Judith Pedersen, FCPA	Robert Beach, Hist. Com.	Elise Murray, Hist. Com.

Denice Dressel called the meeting to order at 6:31 p.m.

Welcome/Introductions

- Community Technical Advisory Committee:
Elise Murray - Fairfax County History Commission
- Denice welcomed Elise Murray to the team
- Staff Work Team:
Janet Burns - Park Authority Financial Management Branch
- Denice Welcomed Janet burns to the team

Administrative Items

- Approval of Agenda. Moved forward with no comment
- Approval of Minutes. Moved forward with no comment
- **Discussion and Approval of Resident Curator Project Team Charter**
 - Approved as amended to reflect wording in Implementation section from “Selection recommendation of initial Resident Curator candidate(s)...” to “Recommendation of initial Resident Curator candidate(s)”

Information Items for Discussion

Denice went over the topics to be discussed.

- Property Information
 - Discussion began involving Michael Thompson and other team members. The property information informs not reflects, reviewing the list of potential properties spreadsheet and explanation of the spreadsheet.
- Process Timeline
 - Discussion of the timeline and how it is reflected on the spreadsheet. Ranking of properties was explained.
 - Discussion continued regarding funding, RFPs, the procurement process, advertising the properties and HSRs.
- Ranking Criteria
 - Ranking Criteria was explained and there was lengthy discussion regarding the columns, criteria and the process to categorize properties. Verbiage was discussed as well as discussions on how to make the spreadsheet clearer but detailed.
 - Criteria moved forward as amended with the charter. Motion was seconded and none opposed.

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Action Item

- **Recommendation of pilot property or properties**
 - Discussion to remove houses with now sewer access from the list.
 - Discussion of solicitation for interest only - Advertisement process regarding requesting interest seeking proposals as “Declaration of Interest”
 - No action was taken on the selection of property/ies
 - No decision was made on the type of solicitation

Meeting Conclusion

- Review tasks for next meeting
 - Cindy Walsh recommended that each member review the information provided to the committee on the properties and the processes timeline and respond to Denice by October 13, 2015 with their rankings of the top properties.
- Additional comments or input from members
 - Sending out code compliance representatives to evaluate.
 - HSR discussion.
 - How to evaluate proposals.

MEETING LOCATION CHANGE FOR NEXT MEETING

Please note: The October 26, 2015 meeting of the Resident Curator Program Development Project Team will be held at the Fairfax County Government Center Conference Rooms 4 & 5, 6:30 p.m.

- **Adjourn at 8:26 pm.**

While the meeting is open to the public, there will no opportunity for public comment during the meeting. Members of the public are asked to submit comments in writing to the project manager via Parkmail@fairfaxcounty.gov For more information contact the Public Information Office at 703-324-8662.