

FCPA - Resident Curator Program Development Project Team
November 23, 2015, 6:30 p.m.
Fairfax County Government Center Conference Rooms 4 & 5
Meeting Minutes

Facilitator: Denice Dressel, Park Authority Resident Curator Project Manager

Members Present:

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

The meeting was called to order at 6:30 p.m.

Opening and Welcome

- Ms. Dressel thanked everyone for being in attendance, especially on a Holiday week.

Administrative Items

- Agenda moved forward with no comment
- Approval of Minutes with correct spelling of Mr. Daniel's name
- Change of date and location of next meeting announced

Old Business

- Information Items
 - Revised Charter - The Project Team Charter now includes the Deliverable item for the Invitation for Expressions of Interest. It also reflects the current understanding of the revised chain of authority for the Decision Process
 - Revised County and Curator Responsibilities – Discussion of a Phase I Archaeological Survey for each property was prompted by the prohibition of the curator's digging on the property without seeking prior authorization and approval from Cultural Resources Branch.
 - Phase I Archaeological Survey was advocated for to be completed and paid for by the county before the property is offered for curatorship, in order to consider the property holistically as a cultural resource.
 - Archaeological Study done on a case-by-case, as needed, basis was recommended do to time and budget constraints
 - Some archaeological studies are already addressed through the Bond projects
 - "Comprehensive Plan" should be capitalized
 - Add Builder's Risk Insurance as a responsibility stipulation for curators, or contractor's hired by the curator

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- Action Item
 - Discussion of Evaluation Team representatives, Project Team recommends:
 - Keeping the voting group as small as possible for coordination sake
 - Remove language that conveys the forming of a second “group.”
 - Model after formal Procurement process with a small Evaluation Team with voting power, and a subject matter experts who could be called upon to help in the selection process, but will not convene as a group or vote
 - Remove the County and/or Park Authority job titles from the Evaluation Team and replace with skill sets, functional roles, or professional titles, such as, Architectural Historian, Building Engineer, Financial Analyst, Historic Preservationist, etc.
 - Designate the Resident Curator Program Manager Chair of the Evaluation Team
 - Discussion of whether ARB member or History Commission member should be part of the voting Evaluation Team. ARB member is the technical expert where History Commission represents the public and has partnered with the county from the beginning on the Resident Curator project
 - If we adopt a procedure, can we change it later? Yes, the procedural manual is a living document and can be modified.
 - Discussion of Criteria for Evaluating Curator Proposals, Project Team recommends:
 - Add mention of the benefit to the surrounding community to first item under “Public Benefit”
 - Add “or access to qualified contractor” under “Experience and Qualifications”
- **Item tabled for revision and will be brought forward again at next meeting.**

New Business

- Information - Properties
 - Stempson House update – DPWES gave us an estimated price of between \$65-\$130,000 to hook house up to utilities
 - Treatment Plan update for both Ellmore Farm House and Stempson House –Park Planning and Development has offered to have one of their Project Managers review the outdated prices in the Treatment Plans for both properties and bring them up to current cost estimates
 - Caretakership for move-in ready properties – The Park Authority is going to revisit and explore a Caretaker program for the properties which are move-in ready -
- Information Item – Report from Marketing Committee -
 - Communication Plan
 - Met with Promotional Service to begin to brand the program. Creating a rack card on the program to be distributed to parks to promote program
 - Updating web page to change focus from program creation to program implementation
 - Using blog posts, PSAs, social media for promotion

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- Creating an informational video with Channel 16 -
- Information Item – Report from Financial Committee -
 - Valuing occupancy and ongoing maintenance, real estate tax assessment
 - Meeting with Accounts Payable to obtain utility data
 - Meeting with Facilities Maintenance to obtain maintenance costs and planned long-term capital improvements
 - Meeting with Business Services to obtain grounds maintenance cost data
 - Meeting with Department of Taxation to discuss real estate tax liability determination

Meeting Conclusion

- For next meeting we will be reviewing on voting on the revised “Evaluation Team and Criteria for Evaluation Curator Proposal”
- Reviewing the companion document to “Evaluation Team and Criteria for Evaluation Curator Proposal,” the “Proposal Submission Elements” -
- No additional comments or input from members -

➤ **Meeting Adjourned**

NEXT MEETING CHANGE OF DATE AND LOCATION

The next meeting of the Resident Curator Program Development Project Team will be held at 6:30p.m., December 14, 2015, in the Park Authority Board Room, 9th floor of the Herrity Building, 12055 Government Center Pkwy.

While the meeting is open to the public, there will be 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.