

Vineyard Haven Public Library Building Design and Construction Committee

Meeting Minutes for Friday, March 16, 2018

Held at the Vineyard Haven Public Library

Committee Members Present: Paul Munafo (Chair); Andrew Flake (Vice-Chair); Hal Garneau (Secretary); Amy Ryan (Ex-Officio); Jim Norton; Ben Robinson; Johanna Kobran

Committee Members Absent: Ian Aitchison; George Balco (Ex-Officio)

Visitors Present: Marie Maciel

Paul Munafo called the meeting to order at 4:02 p.m.

Jim Norton proposed an amendment to the minutes. Hal moved that we accept the minutes as amended, seconded by Ben and the motion passed unanimously.

Marie Maciel, the contract specialist for the Town of Tisbury, was invited to the meeting to walk us through the process of formulating and submitting an RFQ (request for qualifications) or an RFP (request for proposals). After learning the specifics of each, it was decided that we should formulate an RFQ as our first step in the process of engaging an architect. Marie said she would work together with us to see that the final draft of our RFQ had everything it needed and would meet town requirements. Amy mentioned that she has gotten an RFQ from the Town of Wellfleet for their recent library addition. Along with the RFQ template from the Town of Vineyard Haven supplied by Marie, this will be helpful in developing an RFQ specifically for our project.

Once the RFQ has been sent out and responses received, Amy asked about the selection process and if our committee would be the responsible party. Marie answered yes and that we will want to have an odd number of members on the committee to aid in moving things along. It was agreed that the focus of our next meeting would be to draft the RFQ.

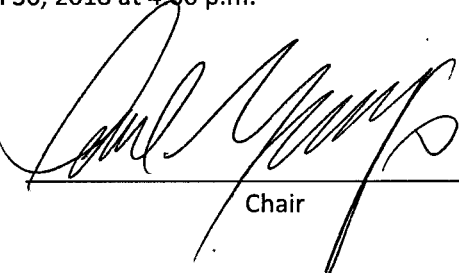
Andrew presented his report on the state of the current building based on the detailed evaluation done by Kirk Metell, facilities manager for the Town of Tisbury, as well as other recent reports. His assessment showed that the deferred maintenance of the library building is a critical problem that needs to be addressed ASAP. He summarized his findings in the form of a letter which he hoped would also be made available to the library trustees and to the appropriate town departments. Andrew recommended we incorporate as many of the maintenance issues as possible into the design and construction process for the new multi-purpose room. It was agreed that this should be an objective but only to the extent it would not diminish the needed funding for the design and construction of the actual multi-purpose room itself. Continuing along these lines, Amy ventured that the needed repairs to the existing building are actually out of the scope of the specific charge given to this committee. She said she would need to raise the question with the trustees and the town as to whether our committee can incorporate maintenance issues and repairs into our building program. She will have an answer for our next meeting.

It was decided to hold the next meeting on Friday, March 30, 2018 at 4:00 p.m.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,
Hal Garneau

Approved 4/13/2018


Chair