

Vineyard Haven Public Library Building Design and Construction Committee
Meeting Minutes for Thursday, July 5, 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; Sandy Pratt (Ex-Officio); Johanna Kobran

Committee Members Absent: Ian Aitchison

Paul Munafo called the meeting to order at 10:02 a.m.

Jim Norton moved to accept the minutes from the June 8, 2018 meeting as written. Ben Robinson seconded and the motion passed unanimously.

Amy presented the requirements for posting our RFQ and it was found that a number of the town requirements for posting were not met in our original version including the need to set the design fee or a not-to-exceed fee limit, as well as the estimated construction cost. It was agreed that the Trustees should decide these figures. There were a few other standard forms to add and minor adjustments that needed to be made to our RFQ, which would be a simple task.

A motion was made by Ben Robinson to suggest to the trustees that they consider setting the not-to-exceed design fees as \$120,000, but they should realize that this would be the upper limit. The motion was seconded by Paul Munafo. A vote was taken and it passed unanimously.

In finding that the actual posting and responses usually go through the town, it was agreed that we needed clarification from the town hall and that we would send our chair, Paul Munafo, to meet with Jay Grande to sort this out. It was noted that even with the inclusiveness of the town, our committee would like to maintain control over the project.

It was also thought it would be a good idea to bring the newly independent facilities management department into the process. Accordingly, Ben Robinson made a motion to ask the Trustees to appoint Kirk Metell, the facilities manager, as an ex-officio member of our committee. This was seconded by Johanna Kobran. A vote was taken and passed it unanimously.

In consequence of all the delays causing us not yet to be able to post the RFQ, it was agreed that the deadline for submittal and the timeline for the project needed to be moved forward.

Ben Robinson made a motion to adjust the timeline accordingly based on a 21-day submission deadline after the Central Registry posting. Johana Kobran seconded. A vote was taken and it passed unanimously.

It was decided our next meeting would be held dependent on the scheduling of the next trustees meeting.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,
Hal Garneau

Approved 7/11/2018


