

## Vineyard Haven Public Library Building Design and Construction Committee

Meeting Minutes for Thursday, December 6, 2018

Held at the Vineyard Haven Public Library

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

**Committee Members Absent:** Andrew Flake (Vice-Chair); Sandy Pratt (Ex-Officio)

Paul Munafo called the meeting to order at 9:05 a.m.

Jim Norton moved to accept the minutes from the November 30, 2018 meeting as written. The motion was seconded by Paul Munafo and passed unanimously by all those in attendance at the meeting.

The architectural firm of Maryann Thompson had submitted their revised contract for the services they will provide and this was perused carefully by the members of our committee. It was found that the firm had amended the contract to include all our suggested changes. With the minor exception that the timeline inserted at the end as an addendum needed to be revised a bit, it was agreed by the committee that the terms of the contract were totally acceptable and it was ready to be signed.

Our committee then discussed possible dates for our first meetings with the architects as well as a possible the date for our first community outreach meeting. The dates for our first two meetings with the architects were tentatively set for January 7<sup>th</sup> and January 14<sup>th</sup> in the late afternoon. The first community outreach meeting was tentatively set for January 24<sup>th</sup> at 6:00 p.m. at the Vineyard Haven Public Library.

Amy read us a press release she had written detailing the hiring of the architects with information about the project and the date of the community outreach meeting. This will be published as soon as the contract with the architects is signed.

To prepare for the upcoming first meeting with the architects, the committee members were charged with the task of coming up with any further ideas and considerations for the project that may not have already been addressed in the RFQ.

Ben Robinson made a motion to accept the amended contract with Maryann Thompson Architects as written with the exception of the need to update the appended timeline. The motion was seconded by Paul Munafo and passed unanimously.

The members of the committee expressed the hope that the town officials will now sign the contract as soon as possible so our project can proceed without delay.

It was decided to hold our next meeting on Thursday, December 20, 2018 at 9:00 a.m.

The meeting was adjourned at 9:34 a.m.

Respectfully submitted,  
Hal Garneau

Approved 12/20/2018



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