

# Vineyard Haven Public Library Building Design and Construction Committee

Meeting Minutes for Wednesday, January 2, 2019

Held at the Vineyard Haven Town Hall

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

**Committee Members Absent:** Ian Aitchison; Johanna Kobran

**Guests Present:** Akeyah Lucas (Library Trustee); Jay Grande (Town Administrator); Kirk Metell (Town Facilities Manager); Marie Maciel (Town Contract Specialist)

Paul Munafo called the meeting to order at 10:00 a.m.

Jay Grande explained to our committee the required changes to the contract submitted by Maryann Thompson Architects that would bring it into compliance with Town requirements. Town Counsel made these recommendations after reviewing the contract. In lieu of the industry-based AIA contract submitted by the architects, which Town Counsel did not deem acceptable, a new contract was drawn up based on Town standards which could be easily be appended to include the parameters of our specific project.

The overall changes were minimal, taking out some penalty clauses and including some boilerplate items. Amy Ryan said she would take this new contract, add the RFQ information and other items relevant to our project, and send it off to Maryann Thompson Architects for their consideration. Regarding the contract, Jay Grande was very positive saying he felt we were in a good place and remarked that he didn't see anything that would prohibit us from moving forward.

Ben Robinson made a motion to adopt the new contract put forward by the Town along with the addition of the amendments needed to incorporate our RFQ and any other relevant items specific to our project. The motion was seconded by Andrew Flake and passed unanimously.

The business regarding the contract now finished, the Town Officials withdrew and we continued with our regular meeting. Sandy Pratt moved to accept the minutes from the December 28, 2018 meeting as written. The motion was seconded by Jim Norton and passed unanimously by all those in attendance at those meetings.


Amy Ryan informed the committee that she sees no problem in adhering to the January meeting dates that we had established. She mentioned that Maryann Thompson was fine with having our first meeting together on January 7<sup>th</sup> even if the contract had not been formally signed by that time.

Our next meeting has been scheduled for Monday, January 7, 2019 at 3:00 p.m.

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,  
Hal Garneau

Approved 1/7/2019



A handwritten signature in black ink, appearing to read 'Paul Munafo', is written over a horizontal line. The signature is fluid and cursive.