

Vineyard Haven Public Library Building Design and Construction Committee

Meeting Minutes for Friday, February 26, 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); George Balco (Ex-Officio); Ian Aitchison; Jim Norton; Ben Robinson

Committee Members Absent: Johanna Kobran

Outsiders Present: Maura Valley

Paul Munafo called the meeting to order at 4:04 p.m.

Ian Aitchison moved to accept the minutes from the January 26, 2018 meeting as written. The motion was seconded by Jim Norton and passed unanimously.

Maura Valley, the Health Agent for the Town of Tisbury, was invited to the meeting to be informed as to the scope of the project and to advise the committee if there were any Board of Health requirements or concerns that needed to be addressed. She said that she saw no problems with our planned addition and would just need a floor plan when we reached that stage. She mentioned that our present septic system was designed to serve 220 people per day and affirmed that it would be more than sufficient to accommodate our proposed expansion.

Though Kirk Metell, facilities manager for the Town of Tisbury, could not be present, he had conducted a complete evaluation in checklist form of the current condition of the library building. His report was extremely thorough. Along with his findings, Kirk included recommendations for maintenance and repair that was in imminent need. It was agreed that from this report we identify the most pressing maintenance needs and attempt to incorporate as many as possible into the building plan for the project at hand. Ben Robinson said he would have the current building blueprints scanned so committee members will have them as a reference tool as we move forward. He also added that the quality of the construction of the new addition and any renovation should be a major concern.

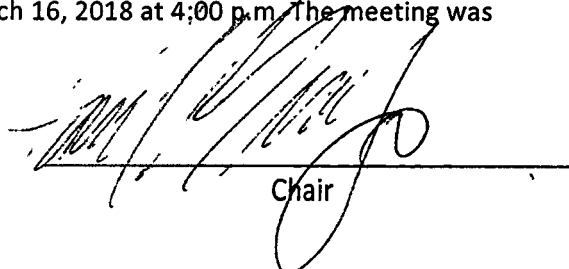
Jim Norton suggested that we ask the architects to explore the possibility of incorporating as much of the existing building as possible into the construction plan in such a way as not to compromise any existing library functions and presented his ideas as to how this might be achieved.

It was agreed that the next step would be to for our committee to formulate a building program and produce an RFP to send out to architects. We decided to invite Marie Maciel, the town's contract specialist, to our next meeting to clarify any requirements in the process we need to follow. Amy Ryan said she had the recent building programs from a few other Island libraries and that these could be helpful to us as a guide. She indicated that she would also attempt to flesh out the current Vineyard Haven Library building program to give it sufficient detail to be included in the RFP. All members of the committee were charged with formulating specific ideas as to the specifications for the project so that we could start brainstorming the RFP at our next meeting. It was noted that the more specific we are in our building program, the more responsive and precise the architects are going to be.

It was decided to hold the next meeting on Friday, March 16, 2018 at 4:00 p.m. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,
Hal Garneau

Approved 3/16/2018


Chair