

**Vineyard Haven Public Library Building Design and Construction Committee**  
**Meeting Minutes for Thursday, July 11, 2018**  
Held at the Vineyard Haven Public Library

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

**Committee Members Absent:** Ian Aitchison; Paul Munafo (Chair)

In the absence of chair, Paul Munafo, vice-chair, Andrew Flake called the meeting to order at 10:08 a.m.

Johanna Kobran moved to accept the minutes the July 5, 2018 meeting as written with one spelling correction. Ben Robinson seconded and the motion passed unanimously.

Sandy announced that the trustees approved setting the "not-to-exceed fee limits" at \$110,000 instead of the \$120,000, which was very acceptable to the entire committee.

Paul Munafo met with town administrator Jay Grande who confirmed the initial postings in the Central Register and newspapers need to be made by Marie Maciel, the town procurement official. Jay also approved our request that Kirk Metell, the facilities manager, become member of our committee. In consequence of this, Amy noted that the trustees had officially appointed Kirk as an ex-officio member of our committee at their recent meeting.

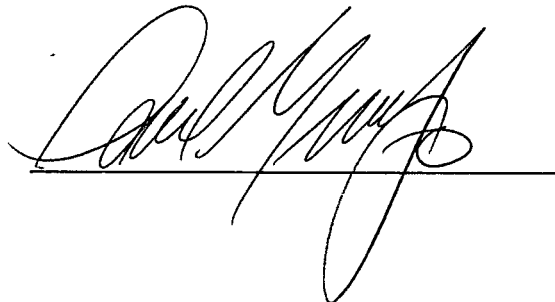
Amy will make the additional changes to our RFQ that Marie Maciel recommended and will get the finished RFQ to Marie for posting.

It was decided to hold our next meeting sometime in August dependent on the timing of the responses our committee gets from the posting.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,  
Hal Garneau

Approved 9/6/2018

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