

Vineyard Haven Public Library Building Design and Construction Committee

Meeting Minutes for Wednesday, September 12th, 2018

Held at the Vineyard Haven Public Library

Committee Members Present: Paul Munafo (Chair); Amy Ryan (Ex-Officio); Ben Robinson; Johanna Kobran; Ian Aitchison; Andrew Flake (Vice-Chair); Sandy Pratt (Ex-Officio)

Committee Members Absent: Jim Norton; Hal Garneau (Secretary)

PMunafo called the meeting to order at 9:15 a.m.

Approval of minutes of prior meeting deferred.

Scoring sheets for the four responses to the Request for Qualifications (RFQ) were reviewed and discussed. All firms were found to have met the minimum requirements laid out in the RFQ. Since no firm was scored significantly lower all four remain under consideration. September 27th and October 1st were decided on as interview dates. ARyan will follow up with Town Contracts Specialist Marie Maciel on next steps.

BRobinson raised issue of potential for Martha's Vineyard Commission review and offered to review their guidelines.

Committee reviewed sample interview questions submitted by IAitchison and ARyan, and discussed additional issues that should be raised in the interview. Committee members will bring new or revised questions to the meeting on September 13th.

Meeting was adjourned at 10:40 a.m.

Respectfully submitted,
Amy Ryan

Approved 12/28/2018


