

Vineyard Haven Public Library Building Design and Construction Committee  
Meeting Minutes for Thursday, September 13<sup>th</sup>, 2018  
Held at the Vineyard Haven Public Library

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

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

PMunafo called the meeting to order at 11:05 a.m.

Approval of minutes of prior meetings deferred.

A consolidated draft of interview questions for designers/architects that responded to the Request for Qualifications (RFQ) was reviewed. After some discussion of construction project management and the potential role of a Clerk of the Works or Owners Project Manager, it was decided to include a question on this topic. ARyan will update draft document to incorporate Committee feedback and make corrections. It was agreed to also include suggestions for language pertaining to building materials that might be contributed by BRobinson, not present.

AFlake raised the issue of avoiding the appearance of conflict of interest for Committee members who may have been involved with prior projects with firms that responded to the RFQ. ARyan will look for ethics guidance from the State.

Next meeting scheduled for 10 a.m. on Wednesday, September 26<sup>th</sup>, for final interview preparation.

Meeting was adjourned at 11:40 a.m.

Respectfully submitted,  
Amy Ryan

Approved 10/2/2018

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