

Vineyard Haven Public Library Building Design and Construction Committee

Meeting Minutes for Tuesday, October 17, 2018

Held at the Vineyard Haven Public Library

Committee Members Present: Paul Munafo (Chair); Hal Garneau (Secretary); Amy Ryan (Ex-Officio); Ben Robinson; Jim Norton; Ian Aitchison

Committee Members Absent: Andrew Flake (Vice-Chair); Johanna Kobran; Sandy Pratt (Ex-Officio)

Guest: Marie Maciel, Town Contract Specialist

Paul Munafo called the meeting to order at 4:44 p.m.

Hal moved to accept the minutes from the October 2, 2018 meeting as written. The motion was seconded by Ben Robinson and passed unanimously by all those in attendance at that meeting.

It was reported that the Trustees of the Vineyard Haven Public Library, at their most recent meeting, approved our choice of Maryann Thompson Architects of Watertown, Massachusetts for the architectural firm to undertake the design services for our proposed multi-purpose meeting room addition. Marie Maciel, the contract specialist for the town, was in attendance to help with the next steps in the process.

Marie said that she would now contact all the candidates who applied to let them know the outcome of our decision. She said that she would request Maryann Thompson Architects to submit, at their earliest convenience, a proposal for their scope of services and fees. This will then be gone over by our committee, the Vineyard Haven Library Trustees, Marie Maciel and possibly Town Council should this be deemed necessary.

Once it is acceptable to all parties, this proposal will in all likelihood become our contract with the design firm of Maryann Thompson Architects. Marie Maciel informed us that the contract would be signed on our end by the chair of the Trustees, John Grande the town Administrator and Suzanne Kennedy the Town Accountant.

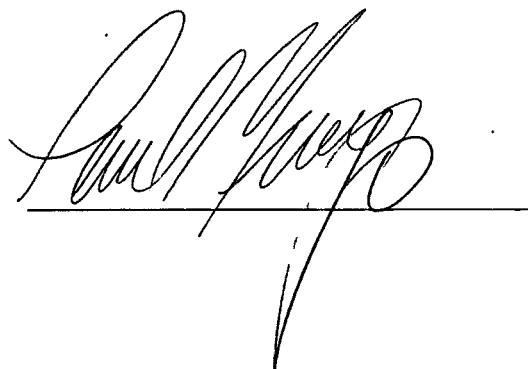
The committee then discussed the project timeline. It was hoped that we would have a signed contract with the design firm sometime before Thanksgiving. Though tight, this would then allow for some kick-off meetings between our committee and the firm, and possibly also with the community, before the Christmas holidays. It will be a goal to have some good schematics of the project available by late spring so that fundraising can begin at that time.

It was decided to hold our next meeting on Friday, October 26, 2018 at 4:00 p.m.

The meeting was adjourned at 5:24 p.m.

Respectfully submitted,
Hal Garneau

Approved 10/26/2018



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