

Vineyard Haven Public Library Building Design and Construction Committee
Meeting Minutes for Friday, November 2, 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); Ben Robinson; Jim Norton; Johanna Kobran; Sandy Pratt (Ex-Officio)

Committee Members Absent: Ian Aitchison

Paul Munafo called the meeting to order at 4:00 p.m.

Hal moved to accept the minutes from the October 17, 2018 meeting as written. The motion was seconded by Ben Robinson and passed unanimously by all those in attendance at that meeting.

The committee received the scope of services and fee proposal document from Maryann Thompson Architects of Watertown, Massachusetts, the architectural firm chosen to undertake the design services for our proposed multi-purpose meeting room addition. This was discussed and the committee members found it to be a fair and acceptable proposal with just a few questions needing to be answered by the firm for clarity.

However, the timeline provided in the proposal seemed to be a bit overambitious. Our committee members felt it would need to be pushed back by a month or possibly two months in order to have enough time to complete all the tasks in a comprehensive manner. It was also noted that the busy winter holiday season is coming up and will delay the progress for things that had been scheduled during that particular time period.

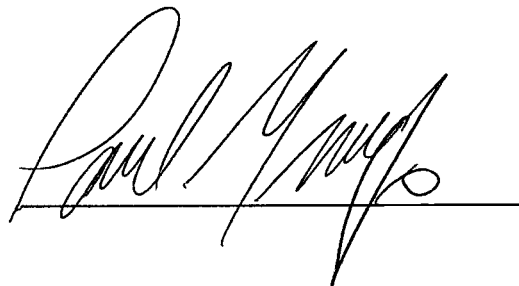
We learned that Maryann Thompson and Doug Jack from the design team would be on the Island on Tuesday, November 6th. Amy Ryan told us she has set up a meeting with them and our committee for 3:00 p.m. that afternoon at which time we could discuss their scope of service and fee proposal to iron out the details. It is the hope of our committee that we will be able to enter into a contract with this firm without delay.

In light of the above, our next meeting will be held on Tuesday, November 6, 2018 at 3:00 p.m.

The meeting was adjourned at 4:49 p.m.

Respectfully submitted,
Hal Garneau

Approved 11/6/2018

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