

**DRAFT Vineyard Haven Public Library Building Design and Construction Committee
Meeting Minutes for Tuesday, September 17th, 2019
Held at the Vineyard Haven Public Library**

Committee Members Present: Hal Garneau, Paul Munafo (Chair); Jim Norton; Sandy Pratt (Ex-Officio); Ben Robinson; Amy Ryan (Ex-Officio); Johanna Kobran. Andrew Flake (Vice-Chair) joined the meeting at 10:45 a.m.

Also attending via teleconference: Doug Jack from Maryann Thompson, Architects (MTA); Maryann Thompson joined the teleconference at 10:40 a.m.

Meeting came to order at 10:20 a.m. Minutes from meeting on July 9th, 2019 were approved.

BRobinson updated the Committee and architects on discussions with Anna Edey, who had attended previous meeting to discuss an alternate site plan. Her idea would displace existing uses to build a meeting room in the existing reading room, and would have the same drawbacks as prior plans studied by the Committee, of being cost prohibitive, requiring zoning variances, and creating problems with overall program including eliminating light to lower level.

ARyan reported on September 12th event held at the library that attracted more than 150 attendees, and noted that program attendance for a free event is not limited by the size of the room or available parking, but by the public's interest in the program.

DJack recapped discussions on Heating, Ventilation and Cooling systems with MTA's engineer Larry Roy, who assessed that there was a poor initial design, with an air handler that is oversized for the ductwork, and duct runs that were also poorly designed. The boiler is good. BRobinson also reported on meeting with Marc Rosenbaum about electric system options. No all electric solution is available yet, but technology is close, so new systems should be electric or able to bridge to the next level, to be ready to integrate with new electric systems in the future. New room should be all electric, and Marc Rosenbaum could serve as local consultant to vet what engineer proposes.

Consensus of Committee was that full HVAC replacement was beyond the scope of addition project, but that investigation should continue. HGarneau noted that this should be kept as parallel project to not delay program room. Need to consult with engineer about making more use of splits, with a fresh air make up system and humidity control that is important for books. Condensers should be consolidated. AFlake noted other things should be done for energy efficiency such as attic insulation, blower door and CO2 testing, and storm windows.

DJack presented an overview of Design Development (DD), the last phase before Construction documents are produced with final material choices and fixtures. MThompson noted that budget should be approved before moving in to next phase, MTA can design based on what can we fundraise for. Need to define scope including any deferred maintenance. MThompson noted she was "in the job emotionally" and though designing under reduced fixed fee doesn't mind working past fee until everyone is happy. AFlake noted discomfort with culture of estimate how it was done, and suggested partial DD phase to achieve better estimate without completing the DD phase. DJack noted pricing remains fluid until some design decisions are made. Committee agreed to proceed with a basic set of plans and material specs in order to get better cost estimate, including soft costs, possibly from local contractor. Desirable to keep construction budget under 1.5 million (that might not include deferred maintenance, landscaping and FFE). Committee still needs legal opinion on things like prevailing wage, use of an Owner's Project manager, and union labor. MThompson will discuss with MTA's lawyer as a starting point. DJack will work on scoping deferred maintenance to identify which items will be part of project.

JKobran and JNorton departed the meeting at noon.

Committee reviewed screen share of latest design developments, including furniture layout, roof design, height and pitch, kitchenette details, and basement. Basement space could be closed stacks and storage, which would save finishing costs. Accordion doors for kitchenette eliminated as unnecessary and expensive. ARyan will consult with library staff on need for microwave, fridge, drawers, etc. ARyan has discussed possibility of mural for new wall in Children's Room with artist Margot Datz. Idea of making program room open to reading room larger spillover audiences was rejected due to issues with acoustics and loss of serving/work counter and art display at the back wall.

Meeting adjourned at 12:45 p.m.

Respectfully submitted,
Amy Ryan

Approved xxxxxx _____