

**Vineyard Haven Library Building Design and Construction Committee  
Hybrid Meeting 3pm Wednesday March 15<sup>th</sup> 2023 at Vineyard Haven Public Library, 200 Main Street, Vineyard Haven, MA, and  
via Zoom.**

**Present (in-person): Andrew Flake, Paul Munafo, Ben Robinson, Amy Ryan, Arch Smith**

**Attending via Zoom teleconference: Sandy Pratt**

**Absent: Jim Norton**

Meeting came to order at 3:17 AM.

Minutes for the July 1st, 2022 meeting were approved unanimously.

ARyan reported that the Board of Library Trustees had submitted a warrant article for the upcoming Annual Town Meeting, for \$500,000 to be used in combination with prior warrant article appropriations to undertake a more comprehensive renovation of the existing library building due to the number of known issues needing repair. The Trustees had proposed this approach as an alternative to doing several maintenance projects over time, as it would be potentially less expensive and create less disruption of library services for the public.

The warrant article submitted by the Library Board was discussed by the Tisbury Finance and Advisory Committee at three recent meetings. ARyan read aloud the following excerpt from DRAFT minutes of the Tisbury Finance and Advisory Committee for Wednesday, March 1, 2023:

“The FinCom agreed this multi-use Town building was in need of accelerated repairs and suggested combining them with the new addition for a single \$3,000,000 project. To facilitate this an additional \$800,000 from Building & Infrastructure Stabilization was proposed. However the addition lacked detailed plans and current estimates, while repairs needed specific overall scope of work and estimates—plus there should be a project contingency reserve. Furthermore Library Director Amy Ryan did not have the expertise nor did Town Hall staff have the capacity to oversee the project, so Owner’s Project Manager (OPM) costs should also be included.”

ARyan and ASmith reported on subsequent meetings that with the Tisbury Finance and Advisory Committee, Select Board, Town Administrator Jay Grande and Department of Public Works Director Kirk Metell, that resulted in revisions to the article, to provide additional funding for professional services to prepare for a single combined renovation and addition project, including hiring an OPM.

ARyan read aloud the revised DRAFT of the article submitted by the Library Trustees as amended by Town Administrator Jay Grande as of March 10, 2023, as follows.

**ARTICLE 9 CAPITAL APPROPRIATIONS AND OTHER NEW EQUIPMENT**

To see if the Town will vote to appropriate and transfer from Unreserved Fund Balance in FY2024, the sums of money listed below, to be expended by the indicated Departments for the purposes listed and deemed to be capital expenditures:

a) Eight Hundred Thousand Dollars (\$800,000) to fund professional services that may include but are not limited to existing conditions assessment, design, architectural, engineering, procurement, cost estimating, energy audit and similar technical services, and construction management all as may be required under MGL c. 149 and/or MGL c. 7C and/or MGL c. 30B, and to be expended for needed capital construction, maintenance, repairs and renovations with addition to the Vineyard Haven Public Library, which includes both the exterior and interior of the building, mechanical systems, roof system, electrical and plumbing, wastewater, doors, windows, ceiling and floors and for energy saving related improvement such as rooftop solar and other related improvements. or take any action relative thereto.

ARyan noted that the revised article would need to be approved by the Library Board of Trustees at their meeting later in the day.

Discussion followed on the draft article. There was consensus that the wording needed to be adjusted to make it more clear that the article included professional services for the addition (possibly by changing the words “with addition” to “and addition”.) BRobinson inquired how the cost of OPM was determined. ARyan noted the amount was very roughly estimated by Jay Grande. BRobinson noted that CHA (formerly Daedelus) was the OPM used on recent municipal projects on Martha’s Vineyard.

The Committee reviewed the timeline provided by Jay Grande, that would begin in April with RFQ for OPM, to conclude with construction beginning September 2024.

BRobinson suggested that due to the amount of work already done by Maryann Thompson, Architects (MTA), a more accelerated timeline should be possible: Hiring the OPM, who would do bid package. Additional work by MTA would be minimal, and it could be possible to begin work as soon as September 2023.

ARyan noted there would be a need for new estimates to establish target amount for fundraising and possibly and additional near future warrant article, likely to preclude September 2023 construction start date, and that time would also be needed to plan for library operations and possibly storage of library materials during construction phase.

Committee discussed planning that would need to take place, including the length of time the building would need to be fully or partially closed, and how/where library operations could be relocated during construction. AFlake suggested building might need to be closed for nine months, and that establishing a firm date for building access would be important. ARyan confirmed that it would not be out of the question for closure to take place partly during the summer season if necessary. Suggestions were made for possible locations for library operations during closure, including the Katharine Cornell Theater, Waterworks, Educomp Building, Bowl and Board.

ASmith reported on fundraising, including recent "six figure" pledge and summer plans. ASmith noted that there was discussion with Jay Grande and the Finance Committee that there may be a need for an additional warrant article at a later town meeting or special town meeting, if and when additional funds are needed to complete the project.

Discussion followed on funding source for article, and why it was not using the Building Stabilization fund as suggested by the FinCom. ARyan noted that Jay Grande had discussed the article with Finance team, who had settled on funding from Unreserved Fund Balance. There was consensus that it would be useful to learn what the Building Stabilization fund is for, and if it could be used to fund a future warrant article at ATM or STM for library project. BRobinson noted that Vineyard Wind funds could possibly be leveraged for utilities such as solar.

Committee discussed Town Meeting, including who would speak on the warrant article, and creating an FAQ flyer for distribution at the meeting. It was noted that the Article would have the support of the FinCom and Select Board.

ARyan reported on conversation with Doug Jack, project manager from Maryann Thompson, Architects (MTA), who will be leaving the firm to start his own practice, but who will be available to assist with transition to other staff at MTA who would handle the library project going forward. Discussion followed on whether a transition meeting with MTA should be scheduled just after Town Meeting, or sooner. It will be necessary to speak with MTA about the combined project and proposed timeline and the firm's availability. The committee may schedule a meeting to prepare for Town Meeting.

The Committee determined next step would be to recommend to Jay Grande that MTA's contract be amended via change order if possible, to include the more comprehensive renovations/repair work in the Architectural and Construction documents.

There being no updates or discussion on other agenda items, PMunifo moved to adjourn, seconded by ASmith. Meeting adjourned at 4:35 PM.