

Vineyard Haven Library Building Design and Construction Committee

Meeting 9am Friday July 1st, 2022 at Vineyard Haven Public Library, 200 Main Street, Vineyard Haven, MA

Present (in-person): Andrew Flake, Amy Ryan, Arch Smith, Sandy Pratt

Attending via Zoom teleconference: Paul Munafo, Jim Norton, and Doug Jack, representing Maryann Thomson, Architects (MTA)

Absent: Ben Robinson

Meeting came to order at 9:10 AM.

Minutes for the May 11, 2022 meeting were approved unanimously.

DJack presented a draft proposal from Larry Roy (systems engineer subcontractor). DJack noted proposal was completed following site visit that took place in May, to gather information to inform HVAC system design, and for investigation of plumbing/septic issue. The issue with the recurring septic gas odors in the library is a "confounding situation" however appears to be require remediation rather than replacement, and it is likely to be an issue with a single component of the system. LRoy will plan an additional site visit for further testing.

The draft proposal is a fixed fee of \$23,000. In addition to septic remediation, work would include energy and fresh air analysis, and full layout specifications for replacement HVAC system so that project would be "shovel ready." MTA will need to complete their part of the proposal, currently estimated at an additional \$23,000 for design components of the projects being considered, that would include roofing replacement and insulation, and architectural components related to HVAC and roof work such as soffits, grills, trim, etc.

ASmith asked if there was any additional design work that might need to be included. Doug suggested that it could be desirable to replace carpet at the same time as ceiling work for HVAC project since both could require moving the stacks. Lighting might also be updated. ARyan noted that funds had already been appropriated for carpet replacement and painting in basement.

AFlake noted that there could be collateral issues, noting budget overrides on projects when design is not complete enough at the time cost is estimated. DJack admitted it was a challenge to predefine work to be done, and that it can be hard to resist doing collateral work such as replacing adjacent trim, and scope of work could include replacing trim and fascia, as well as carpet. ASmith noted his preference for that approach.

AFlake noted that with municipal projects, there can be risks associated with the timeline when decisions need to be made within a short window due to procurement rules, and as laypeople, committee members are unfamiliar with the Town's requirements.

DJack and ARyan referred to Town Administrator Jay Grande's interest in having a 5-year capital plan for the library as soon as possible, including cost estimates. DJack outlined that in addition to "fast timeline" projects including roofing, insulation, and HVAC, could include other basement work, and solar roof that could not be done until other elements finished.

DJack proposed that he and ARyan have a working meeting to further develop 5 year plan working from existing catalog of deferred maintenance. Discussion followed on how to approach estimating portion, and project management (contractor or OPM?).

PMunafo reiterated that deferred maintenance and repairs are the Town's responsibility, not subject to fundraising. Discussion followed on likelihood of capital projects and deferred maintenance being funded incrementally by the Town. ASmith noted importance of being prepared for possible fall Town Meeting.

Committee determined next steps would be to determine what items could have full construction documents by the fall, vs being included in 5 year plan. Shovel ready projects should include roof projects, basement work, HVAC, and the plumbing "mystery."

Working meeting with ARyan and Doug Jack scheduled for 9:15am on Tuesday July 12th. AFlake and PMunafo may attend. A design meeting should be scheduled following this meeting to work on carpet colors, etc., and to determine if lump sum proposal or hourly rate should be used for this design work.

There was a brief discussion of fundraising and plans for summer events, and naming opportunities. ASmith will email PDF of the newest brochure.

There being no updates or discussion on other agenda items, SPraatt moved to adjourn, seconded by ASmith. Meeting adjourned at 9:47 AM.