

West Tisbury Building Committee  
Minutes 6/23/10

Committee Members: Al DeVito, Linda Hearn, Tucker Hubbell, Paul Levine, Bob Schwartz, Leah Smith (chair)  
Absent: Mark Mazer  
Public: Nelia Decker, Beth Kramer, David Lager (NETCO)

Leah Smith, Chairman, opened the meeting at 5:00 p.m. She said that a letter had been sent to Michael Josefek explaining that contract negotiations had broken down and we no longer were in need of his services as Owners Project Manager (OPM).

She then introduced David Lager from NETCO who we would be having contract negotiations with at this meeting.

Mr. Lager gave a brief presentation discussing what his role would be with our committee. He gave us an outline of the complete duties of a project manager. If the RFQ is sent out soon, we should have an architect on board by the middle of August. There would be a three week response period, a week for walkthroughs and another week for interviews. The feasibility study should take about 14-16 weeks and be ready by early December. He said the majority of the work should be done by the end of December.

He also said there should be no problem with having the Letter of Intent to the MBLC by August. What they need: OPM has been chosen, Long Range Plan, Building Plan, and name of architect. We already have most of those things in place.

The schematics do not actually have to be finalized, but far enough along (70-80%), showing square footage, so they can be turned over to a cost estimator for accurate pricing. Project should be ready for cost estimating by December 1.

Our many site constraints were discussed: small lot, only so many ways to build the addition. A one story addition is preferred by the committee and the town.

We need an architectural firm who is sensitive to the project, committee and site. Mr. Lager stressed that the choice of architect was extremely important.

Beth noted that the MBLC requires us to look at two different sites, provide drawings and explain the reasons for choice of one site over the other.

Mr. Lager agreed to work with the building committee as far as his fees because of our limited funding. We would work our meetings around his schedule here on the Vineyard so as to save many of the travel costs. It was agreed that when the RFQ is written the fee schedule would say up to \$40K for the preliminary work of the architect through schematic design.

The committee, and particularly Beth, agreed to take over many of the clerical duties needed for the first phase. The building committee stressed the fact that we should take over as many tasks as possible in order to help Beth.

At this point Leah thanked Mr. Lager for coming and discussing things so openly and honestly. He gave us a draft 'Agreement for Project Management Services' for us to look over and then thanked us and left the meeting. This would be the contract that his company and the town (selectmen) would sign after it had been approved by Town Counsel.

There was some discussion among the committee about Mr. Lager after he left and we decided that he would be someone we could work with.

Al DeVito said that he would feel much more comfortable if there was some backup funding either from the Foundation or the Friends in the event that we needed to pay either the OPM or the chosen architectural firm more than planned. Beth assured him that this was a possibility.

Bob Schwartz then showed us the 'Preliminary Schematic Plans' that he and Beth had worked out. It gave us all a good idea of what could be put on this lot and meet the building plan specifications. He stressed that these were not architectural plans but the drawings could be used for discussion purposes with the staff and the public to give them some idea of the possibilities of building an addition on this site. The committee thanked Bob for the work he had put into this drawing.

The committee then looked over carefully the 'Request for Proposal' for design services for the construction project. After a few minor spelling errors and corrections, the committee agreed that Beth could have it published in the Central Register.

The committee then agreed to review the draft contract for the OPM and meet again at 5:00 pm on Monday, June 28.

Meeting was adjourned at 6:45 pm

Respectfully submitted,

Linda M. Hearn