

## 20070508 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Chuck Hodgkinson, Kent Healy, Kate Warner, Jim Osmundsen, Bea Phear and Virginia Jones – voting members, Kathy Logue and Jen Rand ex officio members

The first meeting of the Town Hall Building Committee was convened at 0805 on 8 May, 2007 in the Howes House basement.

The first item of business was to elect a chairman. Kent Healy nominated Bea Phear, who accepted the nomination and after a moment to determine if there were other nominees, Bea was unanimously elected as chairman. Kent Healy was elected as Vice Chairman. Virginia Jones volunteered to act as clerk to take minutes until such time as an assistant/secretary is employed. Chuck suggested and it was agreed that the elected “officials” (chairman and clerk) be elected annually.

HOUSEKEEPING: Everyone was reminded that all communications should be labeled “Draft” until voted by the committee. Jim will compose and send out a sheet with contact information on it. Kathy will research a meeting place. The next meeting was set for 0800 on 14 May, 2007 at a still to be determined location. Following meetings will be permanently scheduled for 1630 on Tuesdays on a weekly basis, and Kathy will post meetings in addition to finding a permanent meeting space. Chuck recommended that the title for the committee should be “WT Town Hall Renovation Committee.” Bea urged us to adopt a consistent dating for documents so that they can be easily accessed, thus, all documents will be dated with the year, the month and the day (20070508 for today). Kate urged conservation of paper and double siding of minutes, documents, etc. Jen cautioned the committee about the Open Meeting By-Law and the necessity to restrict use of group e-mails to sending around documents of a logistical nature. Minutes may be sent by e-mail but must be labeled draft, and only minor factual corrections can be e-mailed back. If a document is sent there is to be no e-mail discussion of contents.

Jen announced that on the 20<sup>th</sup> of June a public forum will be held in lieu of the weekly BOS meeting on “Ethics, Public Records and the Open Meeting Law.” All are encouraged to attend.

Bea is anxious that we all operate in “the sunshine” with respect to open and transparent dealings. Thus we all declared any currently perceived conflicts of interest. Chuck stated that he is currently working on a project for the Town of Chilmark which involves an architect who may wish to submit a proposal for the renovation of Town Hall. Kate is an indirect abutter, Jim had none, Bea has none, Kent has none at this time, Ginny is the Planning Board Representative to the Community Preservation Commission.

Kathy advised us that she has begun to post information about the committee at the Town website and she will make sure that all minutes, etc. are posted.

Chuck passed out a Building Committee Brief to all members and noted the index and contents. It is an extensive documentation of all the documents from the Space Needs

Committee that pertain to this project plus additional information about aspects of the town such as the need to hire a Project Manager. Included is a rough time line and information about the LEED point system, Cape Light Compact energy grants, etc.

Kathy noted that at the June Special Town Meeting a warrant article will ask voters to approve transferring about \$5500 to the budget of \$150,000 already voted. The latter amount will be available after July 1, 2007. The funds will be budgeted for the Project Manager, Architect, legal and office expenses, secretary, advertisements, etc.

A question was asked about the necessity to hire a project manager and the timing. Jen responded that the law is that there must be a project manager for any project over \$1 million. They work for the municipality to guide the process, and MUST be hired before an architect is hired.

Bea commented that our first task is to hire a project manager, that it is a legal requirement as of 2004, and the criteria is that it must be an engineer or architect with 5 years of experience or 7 years of equivalent experience as a contractor. We should take the most qualified, not necessarily the least expensive.

They will be hired, according to Jen, through an RFQ process, and Chuck will get a sample ad from Chilmark. It was noted that this will probably be a 5 hour a week position at the beginning, but that the position could morph into a full time clerk of the works position so that the same person takes the project from designer selection to keys in the door. Chuck will contact Pete Timothy about the process.

It was suggested that this position may, in fact, devolve into a two step process, each with a separate person. The process naturally falls into: Part one: pre-construction, during which the person will help pick the designer and contractor and will act as our representative and guide. The second part of the process involves dealing with the contractor and sub-contractors. The first part of the process requires someone we can work with as an advisor while the second person has to be a very tough, no nonsense nuts and bolts type who is experienced with costing, with materials and in dealing with contracting crews. We also must emphasize and insure that the project manager must manage the whole renovation process to be as frugal and energy efficient as we can make it. The position will be a contract employment at hourly pay with no benefits. Chuck mentioned Roland Kluver of Middle Road, Chilmark, as a possible Project Manager and agreed to contact him to see if he is interested in applying.

Jen firmly stated that we must compose a job description and establish criteria for the Designer position (something that has not previously been done) after hiring a project manager and before advertising for or hiring a designer. On Monday an agenda item will be to finalize details of the RFQ.

Bea raised the issue of spreading the load of work around and suggested the following: Someone needs to be on top of grant writing and finding possible sources of funding including applications to the Community Preservation Commission. Jim was appointed

A PR/Communications Officer is needed and Chuck was appointed. Kathy and Kent were placed in charge of temporary relocation planning, and Kate was appointed to monitor energy efficiency.

We agreed that we need to meet ASAP with the Historic Commission to discuss what will happen, and we need to meet with a member of the former Building Committee. Jen will ask John Early to attend the next meeting.

Agenda items for the 14 May, 2007 meeting are: Meet with John Early, Compose job description for the Owner's Project Manager, and establish designer selection criteria.

Meeting adjourned at 0905

Respectfully submitted  
Virginia C. Jones  
Clerk, pro tem

*Approved May 14, 2007*