

20070904 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Bea Phear, Kate Warner, Jim Osmundsen, Virginia Jones, Jen Rand (Staff liaison)

ALSO PRESENT: Glenn Hearn

ABSENT: Chuck Hodgkinson, Kent Healy, and Kathy Logue (Staff liaison)

Bea opened the meeting at 1630 and reported on the visits that she and Kent Healy made to John Keenan & Antonia Kenny of Keenan and Kenny, in Falmouth on Wednesday last, and to Ken MacLean and Stephanie Mashek of AMM on Friday last. They spent some time asking both firms questions and, in Falmouth, looked at the Falmouth Town Hall renovation, which is a K & K project. Bea reported that both firms are very interested in the job and would like to perform the services although both have reservations about the fee. MacLean followed up with an e-mail message to make some suggestions about how to re-structure the schedule to accommodate the fee issues – this would involve postponing the project substantially and presenting the design and bids at a Special Town Meeting. K & K suggested that they could do portions of the work following the Annual Town Meeting which would allow the funding to work.

Bea reported that AMM is relocating both of its offices to Vineyard Haven and thus will be very busy in October. Further they are less experienced in municipal work. Both Bea and Kent highly recommended K & K because of their municipal experience with several Town Hall renovations under their belt.

The committee acknowledged that we have a problem with the initial amount of money budgeted and allocated for the architectural services. This has been complicated by the necessity of hiring an OPM for the project and by the tight schedule. We discussed at length how to proceed. Jen commented that the Town can't contract for work that we can't pay for (don't have the funding in place) but, after discussion, the committee agreed that it may be possible to allocate the payments so that a substantial portion of the payment would be for project management during the construction phase rather than services in the initial design work and preparation of construction bid documents. This has already been built into the projected budget but some reallocation may be necessary. Jen was asked to research this and to report back to Bea tomorrow morning. Glenn commented that the BOS are the party who will enter into a contract with the prospective architects but they will act on the recommendation of the committee. The BOS meets on Wednesday the 5th of September, and Bea asked to be on the agenda.

Kate moved (and Jim seconded) that we authorize Bea (Plan A) to recommend K & K to the BOS, pending the satisfactory resolution of the funding issues. In discussion it was noted that AMM's schedule is unacceptable because it would involve presenting the project at a Special Town Meeting and all of the committee feels that this would be a disservice to the townspeople and politically unwise. We also discussed Plan B which

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would compress the schedule to allow time to re-advertise for architectural services. Some time was spent referring to a calendar to see if the schedule could be revised and still work. Although it is possible, the committee members present strongly favored Plan A over Plan B.

The latter portion of the meeting was a discussion of four points of consideration: 1. basement (Ginny, Bea, Kent and Jen are in favor of this feature – it makes good sense in the long term, and would be used for systems and storage); 2. sprinklers – the jury is still out on whether they are required in our building. Jen will research whether a sprinkler system would affect insurance issues; 3. front door location: consensus is that this is design dependent; 4. public rest room: the committee feels that this is a necessary feature although undecided upon whether it should only be open during the hours that Town Hall is open, or 24 hours a day. Members were asked to suggest other talking points, and Kate mentioned that we need to decide on how large a meeting space should be. The committee felt that only one meeting space (ground floor) is necessary and that space for 20 members of the public would be adequate for most town functions and meetings.

Respectfully submitted

Virginia C. Jones

Approved 9/11/2007