

Minutes
West Tisbury Space Needs Committee
April 30, 2007

Present: Chuck Hodgkinson, Bea Phear, Bob Schwartz, Kent Healy, Hermine Hull, Kathy Loeb, Joe Eldredge, and guest Glenn Hearn

Chuck opened the meeting at 8:00 AM at the Howes House.

Minutes

The minutes of the meetings of April 2, April 9, and April 23 were approved as distributed.

Building Committee Charge

Chuck passed around the binder he is preparing to brief the building committee. Kathy suggested adding the two reports and directing committee members to the box of files including CDs of the public forums she has. Kathy will add Anna Edey's most recent proposal and a copy of the relevant laws concerning the hiring of project managers. The table of contents of the binder is incorporated into these minutes.

Chuck reported that he spoke with the chairman of Chilmark's Town hall Renovation Committee who recommended getting a bid estimate from a professional estimator when all the final specifications are ready. The committee can then alter the specs to suit the budget before going out to bid. This estimate would be part of the bid documents and will lead to all bids being below the estimate. It would then be only necessary to stay on top of the costs of change orders.

Project manager

Joe said he thought the building specifications for the last town hall renovation were not done properly and pointed out that he thought this was one reason it was important to hire a project manager on an hourly basis at the outset, before hiring the architect. He felt it would save money in construction costs and design fees and be a foil against which ideas could be bounced.

Bob thought the architect should come on first, and the project manager would depend of which architect was hired.

Kent said he and Ben Moore acted as project manager for the library. Kathy pointed out the state law has changed on overlap of jobs. She thought who was hired would depend on who was on the committee and what skills were needed.

Glenn said the Selectmen want the building committee to select the people.

Building Committee

To date, Chuck has added his name to the list. Several others are thinking about volunteering. The deadline is this afternoon.

Bea and Kathy had spoken at the Selectmen's meeting last week on the importance of having someone from the staff who knew about municipal legal and contracting issues. This person could be a member or a liaison, but needed to have standing as officially appointed.

Kathy suggested the committee will want to assign subcommittees, such as one for temporary relocation, and others could help on these subcommittees. Joe said he has information on temporary relocation from the postmaster in Vineyard Haven. He also is talking with the AIA regarding energy concepts.

Communication

Kathy asked committee members to look at the web site and forward ideas to her. Hermine said she could put items in her column.

The meeting adjourned at 8:40 AM

Respectfully submitted,
Beatrice Phear