

Approved 6/8/11
TOWN OF WEST TISBURY
SELECTMENS MEETING

Wednesday, May 25, 2011 4:30 p.m. – 5:10 p.m.

Present: Selectmen Skipper Manter, Richard Knabel, Cindy Mitchell, Jen Rand- Town Administrator, Pam Thors-Adm. Asst., Ginny Jones – Planning Board, Ernie Mendenhall –Building Inspector, Bea Phear, Sue Silva, B. Potts, J. Ames, B & B Day

Minutes: *R. Knabel made a motion to approve the minutes of 5/04/2011. C. Mitchell seconded the motion, (with corrections). The vote on the motion was unanimous in favor.*

Planning Board Appointment Bea Phear: Planning Board Chairman Ginny Jones call her Board's meeting to order. She then spoke highly of associate member Bea Phear, asking that the Board approve her appointment as acting member, to replace recently resigned member David Douglas.

G. Jones motioned to appoint Bea Phear to the Planning Board until the next election. S. Silva seconded the motion. The vote on the motion was GJ & SS in favor, BP abstained.

R. Knabel made a motion to appoint Bea Phear to the Planning Board until the next election. C. Mitchell seconded the motion. The vote on the motion was unanimous in favor.

The Planning Board adjourned their meeting.

Police Station Building Committee: Richard drafted a charge for the committee (attached) which suggested that the committee look seriously at the LEEDS, (Leadership in Energy & Environmental Design), energy standards. Richard mentioned that he had met with Wesley Look, the intern working with the Town's Energy Committee and spoke with him about the new Police Station. Bea Phear stated that in designing the new town hall, LEEDS standards had been used wherever possible but that the LEEDS certification was costly without much in the way of additional energy savings. Richard stated creating a LEEDS quality building is imperative, citing the huge energy consumption in the existing building and the Public Safety Building. Ginny said that in the Chilmark Police Station they have been reducing their consumption by turning things off and taking simple measures to conserve energy. Chief Rossi stated that they have been conserving in this manner as well.

Jen stated that there were five volunteers for the committee; Dan Rossi, Manny Estrella, Norm Perry, Tony Cordray and Ian Atchinson. Richard stated that he thinks that Dan and Manny should be ex-officio members of a five member committee. He said he felt employees should not be voting members of the Committee, Cindy agreed. Re-advertising was discussed.

C. Mitchell made a motion to approve the charge to the committee, re-advertise for two more members and to appoint Tony Cordray, Norm Perry and Ian Aitchison to the committee and Dan Rossi and Manny Estrella as ex-officio members. R. Knabel seconded the motion. The vote was RK & CM in favor, SM abstained.

Facilities Manager Position: The duties of the person filling this position were discussed. Jen stated that she wasn't entirely clear on the level of skill sets required. The Board suggested that the long and short term maintenance of buildings would be the main responsibility. Jen asked for thoughts on a starting point for the Request for Proposal.

Beer and Wine letter of Support: The letter from Nell Coogan was discussed. It suggests that a letter of support to Representative Tim Madden may help expedite the process at the state level. Cindy said that she thinks that she would like to see us write a letter, (no matter how we feel about the issue), for a speedy resolve. Richard said the letter should be in support of the issue going to vote. Skipper said he is in support of the process. Cindy mentioned that at Town Meeting voters expressed a desire to have a public forum to discuss the topic.

Skipper suggested that the Tri Town Ambulance Representatives come to the next meeting to report on recent developments.

R. Knabel made a motion to adjourn. C. Mitchell seconded the motion. The meeting adjourned at 5:10 p.m.

Charge to Police Headquarters Building Committee

- 1) Define committee's operating procedures (consensus or majority decisions, participation requirements, etc.). File with Town Administrator.
- 2) Develop and issue RFP for architect and OPM. Work with Town Administrator.
- 3) Recommend architect and OPM to BOS.
- 4) Develop plan for new PD headquarters at the Public Safety Building site, including cost estimates. Set high energy efficiency standards for the completed building.
- 5) Hold at least three public forums (preliminary design, revised plans, and final recommendation) as the design progresses to solicit input from voters. Revise plans and hold as many additional forums as necessary.
- 6) Present final recommendations, with cost estimates, if completed, to BOS prior to the first Tuesday in February, 2012 in preparation for inclusion on the 2012 Annual Town Meeting Warrant in April.

- 7) Present the plan to the Annual Town Meeting.
- 8) If the plan is approved, and funds authorized for creating bid documents, then develop and issue bid documents for same. (I assume we would seek borrowing authority based on the estimates.)
- 9) Release bid documents, and solicit construction bids. Work with Town Administrator.
- 10) Review construction bids. Make recommendations to BOS.
- 11) Establish construction schedule.
- 12) Oversee construction.