

**Tisbury School Building Committee
Town of Tisbury
51 Spring Street
Vineyard Haven, MA 02568**

**MEETING MINUTES
November 6, 2019**
Tisbury Senior Center
34 Pine Tree Road
Tisbury, MA

RECEIVED
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J. Hillary Conklin
Tisbury Town Clerk

TSBC Members Present: Rachel Orr, John Custer, Peter Gearhart, Rita Jeffers, Reade Milne, Alice Robinson, Mike Watts

TSBC Members Participating Remotely: *Jim Rogers

TSBC Members Absent: Harold Chapdelaine

*Late arrivals or early departures.

Daedalus Projects, Inc., Owner's Project Manager (OPM) representative: Richards Marks

Others: Mary Ellen Larsen, Paul Lazes, Melinda Loberg, Melissa Ogden, Angie Frances, Natalie Krauthamer, Jynell Kristal, Jeff Kristal, Jay Grande, Emily Levett, Ashley Tarter, Sean DeBettencourt, Janet Packer, Cate Bernard, Laura Bernard

The Tisbury School Building Committee (TSBC) was **called to order** at 5:07 PM

(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)

Approval of minutes of October 23, 2019 meeting:

Moved to approve by John Custer, seconded by Mike Watts

7 Ayes, 0 Nays, 0 Abstentions

(2 absences)

Designer Request for Qualifications

Update on process

Richard Marks reported he contacted architecture firms which had requested project information and is reasonably certain at least three firms will be submitting responses to the RFQ. The deadline for submissions is 2:00 PM on November 12, 2019. Tappé Architects will be doing a walk through of the school on Thursday, November 7. No clarification questions needed to be answered. Bids will be opened at the Tisbury Department of Public Works office on November 12 just after 2:00 PM by Mr. Marks (or other OPM representative), Jay Grande, Rita Jeffers, and Rachel Orr.

Preparation for short-listing and interviews

It is anticipated that it will not be necessary to short list the respondents.

Submittals are required to contain 12 copies, which will be distributed to committee

members for review before the interviews. Interviews will be scheduled for Thursday, November 21, 2019, preferably at 11:00, 12:30, and 1:45 with deliberations to be held that afternoon. Location is to be determined, with Katharine Cornell Theater as the most likely location.

Mr. Marks presented a draft list of interview questions. The committee reviewed them and by consensus made changes as follows, including comments from members of the public present at the meeting and Jay Grande, Town Administrator and Chief Procurement Officer.

Question 1. Delete “phasing of construction and.”

Question 2. Delete completely.

Question 3. Expand this question to include renovation's relationship to such things as old and new construction and siting within the neighborhood. This question should be made available to interviewees in advance.

Question 4. Keep as is, and give to interviewees in advance.

Question 5. Delete “your current workload in detail, including commissions for both public and private clients, and.” Add: “In your experience, what are the trade-offs for fast-tracking such a project?”

Question 6. This question should be given to interviewees in advance. Replace “elementary school facility” with “Pre-K – 8 school campus.” Split this question out into three clearly identified parts. Rewording: “...older building including:

- a) the integration of sustainable design elements;
- b) modern mechanical and electrical systems;
- c) current security best practices.”

Question 7. Delete this question completely.

Question 8. Delete this question completely.

Question 9. This question needs to be developed more.

Add question from OPM interviews that solicited useful information for the committee during that process: “What are the key challenges for the Town of Tisbury in regards to a school building project and how can these be tackled effectively?” This might also replace question 9 above.

Committee members are encouraged to develop new questions or edit existing questions, particularly to elicit responses that will illustrate the interviewee's creativity, ingenuity and resourcefulness in designing the type of building the committee deems exemplary. These can be forwarded to Rachel Orr, Mr. Marks and/or brought to the next meeting.

TSBC will formally vote on the questions at the November 13, 2019, meeting.

Architecture learning session (Peter Gearhart)

(Jim Rogers joined the meeting through remote participation at the beginning of this discussion.)

Peter Gearhart provided definitions for various terms that are likely to be used by architectural firm representatives in their proposals and interviews. He will provide a more comprehensive list at next week's meeting. Committee members may contact Mr. Gearhart to request the addition of any other specific terms.

Terms discussed at this time included:

Design determinants: broad topics of various architectural points used as the basis of design.

MEP: Mechanical, electrical and plumbing

CAD: Computer aided designs-- usually referring to drafting. Additionally, BIM (Building Information Modeling) or Rivet (3-D modeling) may be used.

Building envelope: the exterior portion of a building (encapsulating the interior)

Modular construction: a system of building, using off-site construction, creating pre-fabricated building sections. This can create unique buildings and can sometimes provide cost savings.

The topic of construction phasing will be discussed in more depth during a future meeting.

Website and public outreach, update and discussion

There still seems to be difficulty accessing the TSBC website. This should be brought to Christina Opper's attention to address and rectify.

Alice Robinson and Mike Watts shared a brief overview of the communications working group's Skype meeting with Ms Opper last week. Harold Chapdelaine also participated in the meeting. The group will meet periodically with Ms Opper, developing topics to bring to the full committee for discussion and decision-making.

Suggestions from the working group include:

Creating brief monthly updates to be included on the website highlighting TSBC actions during the month. These could be developed after meetings and in advance of minutes being available and would be concise summaries. Ms Opper would post them on the website. These could also be provided to news and information outlets in the community. Ideas about which outlets or where information should be posted are welcome.

Create videos of "A Day in the Life" of students at the school, highlighting how students navigate their school day.

Begin thinking about who, or which groups, should be involved in promoting the project, particularly as town meeting season approaches. TSBC members may not lobby for specific votes, such activities must be directed and carried out by non-committee members.

Committee members are encouraged to bring forward suggestions for "Frequently Asked Questions." There may be two FAQ sections created, one for more technical,

design-oriented questions, and another for “heirloom” questions that are focused more toward the history and community aspects of the building.

Ms Opper suggested committee members view some other project web sites for ideas about the organization and presentation of information on the TSBC site. These sites are:

Bridgewater, Mitchell Elementary School

<http://bridgewaterproject.com/>

(this is run by Ms Opper)

Nauset Regional High School

<https://nausetbuildingproject.com/>

(this is run by Ms Opper)

Lincoln School

<https://lincolnsbc.org/>

(this is a non-MSBA project)

Belmont Middle & High School

<https://www.belmont-ma.gov/belmont-high-school-building-project>

(this is run by a group of School Building Committee members)

Weymouth, Maria Weston Chapman Middle School

<http://www.anewchapman.org/>

Easton Early Elementary School

<https://sites.google.com/easton.k12.ma.us/eastonearlyelementaryschool/>

Grant Opportunities

Vineyard Power has sent correspondence concerning possible funding options for solar energy with a battery facility. Selectman Jeff Kristal was instrumental in making this connection for the school. Discussion of these options will take place in the future, and should include the OPM, architects and town representatives.

Board of Selectmen report (Jim Rogers)

The town and school officials having been working on the remediation and HVAC issues at the school. A contract has been signed with a contractor for the remediation and work should begin next week.

The TSBC mission statement draft has been presented to the board of selectmen from the school committee. The final draft should be complete soon.

Mrs. Robinson's resignation from the committee was accepted and Sean DeBettencourt was appointed to replace her as representative for the Tisbury School Grade 5-8 staff. This will be effective December 1, 2019.

School Committee report (Mike Watts)

The Educational Program update was ratified as a “living” document. This very inclusive, detailed document is recognized by the school committee as a continually evolving reflection of education at the Tisbury School. On November 19, 2019, there is an anticipated brief joint meeting with the selectmen to present the Educational Program to them.

Tuesday, November 12, 2019, is the contracted start date for the encapsulation work at the school. The environmental hygienist will be on site then also. Work will be done from 4:00 PM to 2:00 AM.

Review of correspondence received

- a. From Vineyard Power (see Grant Opportunities)
Committee members agreed this should be forwarded to the OPM for discussion with the architect team once that firm is hired.
- b. From Dan Seidman
Committee members agreed this correspondence should be forwarded for consideration by the architect team once that firm is hired.
- c. Ms Orr also received additional correspondence that was not germane to the committee which she forwarded to the appropriate parties.

Discussion continued as to the best approach to acknowledging correspondence. Members voiced concern about balancing genuine recognition of community interest in the project with consistency of response to suggestions. Ms Orr will draft a base response which can be individualized as appropriate.

Confirmation of next meeting date and discussion of upcoming agenda items

November 13 and 20 are the next meetings. November 13 focus will be completing the interview questions. November 20 meeting may be changed to accommodate architect/design firm interviews.

Topics not reasonably anticipated by the chair within 48 hours of the meeting

None

Adjourned by motion, second and voted unanimously by those present, at 7:15 PM.

Attachments: Architect/design firm interview questions, draft from OPM

Minutes respectfully submitted by Alice Robinson.

Alice H. Robinson

Alice Robinson – Recording Secretary

Rachel Orr

Rachel Orr – TSBC Chair

11/21/19

Date

Nov. 21, 2019

Date

Minutes approved by TSBC 11/21/19

Tisbury School

Questions for Architects

November 6, 2019

Prepared by Richard Marks/Daedalus

- 1) How will you approach phasing of construction and accommodating teaching/learning during construction?
- 2) What do you believe differentiates your firm from your competitors and why?
- 3) Does your proposed project manager have renovation experience? If so, cite specific examples.
- 4) There is strong interest in environmental issues on Martha's Vineyard. Cite some examples of specific measures you have used to improve energy efficiency and sustainability in previous projects that are applicable to the Tisbury Elementary School.
- 5) Discuss your current workload in detail, including commissions for both public and private clients, and your team's approach to completing each phase of this project in accordance with the proposed schedule while completing work for other clients
- 6) Describe your approach to designing an accessible 21st century elementary school facility in an older building including the integration of sustainable design elements and modern mechanical and electrical systems in addition to designing for current security best practices.
- 7) Discuss how you selected the key consultants and why you feel that they are the best firm for this school.
- 8) Will your design approach differ due to the island location versus schools in other communities in Massachusetts? If so, in what way?
- 9) The project does not have MSBA funding – how will that impact your work?