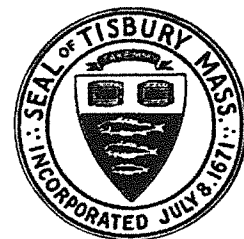




John Custer  
Principal

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Sean Mulvey  
Assistant Principal

**Tisbury School Building Committee \ Tisbury School Committee**  
**5:00PM, Wednesday, August 3, 2016**  
**Tisbury School Library**

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**TSBC Members Present:** Chair Colleen McAndrews, Ian Aitchison, Wiet Bacheller, John Custer, Matt D’Andrea, Sean DeBettencourt\*, Jay Grande\*, Amy Houghton, Jeff Kristal, Melinda Loberg, Reade Milne\*, Siobhan Mullin\*, Janet Packer, Dan Seidman, Richie Smith, Amy Tierney,

**TSC Members Present:** Chair Amy Houghton, Colleen McAndrews, Janet Packer,

**Others:** Marni Lipke – Recorder

\* Late Arrivals or early departures.

The Tisbury School Building Committee (TSBC) and Tisbury School Committee (TSC) meetings were called to order at 5:02PM. TSBC meetings would be posted jointly with TSC meetings in order to:

- avoid open meeting law violations (TSC and TSBC Chairs constituted a TSC quorum);
- maintain transparency, and
- promote the free flow of information.
- The TSC had voted the following reorganization at it’s July 6th meeting:
  - Ms. Amy Houghton - TSC Chair,
  - Ms. Colleen McAndrews - TSBC Chair

I. Approval of the TSBC Minutes of June 1, 2016

• **ON A MOTION DULY MADE BY MS. AMY HOUGHTON AND SECONDED BY MR. MATTHEW D’ANDREA THE MINUTES OF THE JUNE 1, 2016 TISBURY SCHOOL BUILDING COMMITTEE MEETING WERE APPROVED AS AMENDED; 10 AYES, 0 NAYS, 2 ABSTENTIONS—MR. JEFF KRISTAL, MR. DAN SEIDMAN.**

The Massachusetts School Building Authority (MSBA) required a vote to approve/authorize advertising the Request For Services (RFS). There was general agreement that the authorization was implicit in the discussion and approval of the RFS criteria and requirements.

II. TSBC Membership Updates – See documents on file.

III. MSBA Feasibility Study and Schematic Design Phase

A. Owner’s Project Manager (OPM) Selection Process Update

Tisbury School Principal John Custer and School Business Administrator Ms. Amy

Tierney spent much of June and early July securing and advertising a Request for Services (RFS), which went out to 21 prompts. Five firms attended the site visit and six applications were received. Respondent bids were sent out to the OPM Selection Subcommittee along with evaluation criteria forms of 11 categories and 100 points. (Former TSC Chair/current TSBC Chair Ms. McAndrews sat in to facilitate transition but left the meeting and did not participate in the choice.) Members filled out forms and met to consolidate results, choosing four interview candidates in a close point spread:

- Atlantic Construction & Management, Inc. of Concord MA – 86 points
- Daedalus Projects, Inc. of Boston MA – 85 points
- Hill International, of Boston MA – 83 points
- Vertex Companies of Weymouth MA – 82 points
- Firms were being asked to send the key staff and engineers to the interview so that the Subcommittee could judge compatibility.
- This phase did not include pricing and the Town was clearly and repeatedly instructed not to negotiate fees.
- One finalist had worked on Martha's Vineyard and two had worked on Nantucket.
- The Subcommittee would interview candidates August 9th and submit their choice to the MSBA on August 18th so that the MSBA could approve and formally hire them at their September 12th meeting.
- The interview protocol was reviewed including: asking all candidates the same questions, and MSBA guidelines on confirming: qualifications, ability to meet schedules, identification of key personnel, and contract terms (see below: Actions).

#### B. Town "Pro-Pay" Meeting with MSBA

Prin. Custer, Ms. Tierney and Town Treasurer Jonathon Snyder would attend an August 12th training on "Pro-Pay" the MSBA software system, to learn invoice and reimbursement processing.

- The next phase would be choosing a Designer Selection Subcommittee at the September meeting—the advertisement placement deadline being October 6th for a November 22nd MSBA meeting to hire the recommended designer.

Adjournment

- **ON A MOTION DULY MADE BY MR. KRISTAL AND SECONDED BY MS. PACKER THE TISBURY SCHOOL BUILDING COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 5:31PM.**
- **ON A MOTION DULY MADE BY MS. HOUGHTON AND SECONDED BY MS. PACKER THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 5:31PM.**

#### Appendix A: Meetings/Events:

- OPM Subcommittee Interviews –Tuesday, August 9, 2016
- MSBA – 8:00-10:00AM, Pro-pay Training Friday, August 12, 2016 in Boston

continued

**Appendix A: Meetings/Events (cont.):**

- MSBA OPM Contract Meeting – Monday, September 12, 2016 in Boston
- TSC - 8:30AM, Tuesday, September 13, 2016 at the Tisbury School
- TSBC – 5:00PM, Wednesday, September 14, 2016 at the Tisbury School
- Design Advertising Deadline - Thursday, October 6, 2016
- MSBA Design Contract Meeting – Tuesday, November 22, 2016 in Boston

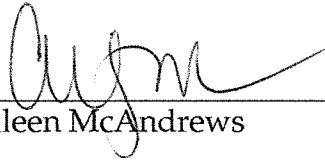
**Appendix B: Actions –**

- All – email suggested questions for OPM selection interview by Friday 8/5/16

**Appendix C: Documents on File:**

- Agenda 8/3/16
- McAndrews email re: Tisbury SBC 8/3/16
- Tisbury School Building Committee Meeting Minutes 6/1/16

Minutes respectfully submitted by Office On Call/Marni Lipke.



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Chair Colleen McAndrews

Minutes approved 9/13/16 & 9/14/16.