

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

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J. Hillary Conklin
Tisbury Town Clerk

**Meeting Minutes
August 28, 2019**

Emergency Services Facility, lower level conference room
215 Spring Street, Tisbury, MA

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

TSBC Members Participating Remotely: Jim Rogers

*Late arrivals or early departures.

Others: Ashley Tarter, Jeff Kristal, Melissa Ogden, *Jay Grande, Angie Francis, Melinda Loburg, Heidi Larsen Arroyo, Wiet Bacheller, John Bacheller, Cate Bernard, Peter Goodale, Marie Laursen, Obie York, Signe Benjamin, Whitney Burke, Esther Teves, Jen Cutrer, Tricia Sirakorsky, Erika Mulvey, D. Hodsdon, Rick Brew, Dan Doyle

The Tisbury School Building Committee (TSBC) was **called to order** at 5:10 PM.
(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)

Approval of minutes of August 14, 2019 meeting:
Moved to approve by Harold Chapdelaine, seconded by Reade Milne
8 Ayes (including 1 remote) , 0 Nays, 0 Abstentions

Owner's Project Manager (OPM) Request for Qualifications Responses and Interviews

(John Custer arrived before this item was discussed)

Three responses were received, therefore no further discussion is necessary. Marie Maciel is scheduling interviews for September 5, at 1:00, 2:00 and 3:00, at a location to be announced, possibly at the Department of Public Works (DPW) conference. Several members find the 5th to be a challenging date, and a request was made to change as many interviews as possible to September 4th. Rachel Orr and Jay Grande will work with Ms Maciel to make those changes.

Mike Watts collected questions from a variety of people, which has been shared with committee members. Town Counsel reviewed the questions and advised that three questions were not in the purview of the committee to ask of the OPM, and recommended some language changes to other questions. Committee members also voiced the desire to add more questions if possible. Mr. Grande, Mr. Custer and Mrs. Robinson assisted in clarifying the interviewing process and how to handle follow-up questions, if there are any, during the interview. The committee decided to go discuss the questions one at a time so that the audience could hear the questions and also for clarity with Mr. Roger's remote participation. Each question was discussed and edited, deleted or combined as deemed appropriate by the

committee members. Mr. Watts live-edited the questions. [Attached to these minutes are the questions revised with Town Counsel and the committee's edited final version.]

Motion: to accept the questions for the Owner's Project Manager interviews as edited by Mr. Watts, pending Town Counsel's approval (via Jay Grande.)

Moved by Mike Watts, seconded by Reade Milne

9 Ayes (including 1 remote) , 0 Nays, 0 Abstentions

In preparation for interview of OPM candidates, it was agreed that Ms Orr will ask all the questions. The interview questions will not be given to respondents in advance. The interview meetings will be public, but considered a "working session" which is open to the public rather than a public meeting with public input. Interviews will be conducted without any deliberation between them. Deliberation will occur after the final interview. Mr. Grande and Mr. Watts will discuss the proper procedures and public meeting requirements.

There will be a joint meeting of the Board of Selectmen and the School Committee on September 10, 5 PM, at which time the TSBC will present our recommendation for OPM.

Reference checks will need to be done as quickly as possible. Mr. Grande would like someone from the committee to assist.

Mr. Grande will send out a base OPM contract to the committee for review, since there is a need to move quickly in getting the OPM in place.

Tisbury School Committee (TSC) report from Michael Watts:

A draft of the mission statement has been given to TSC members, but no action has been taken.

School opening has been delayed until Sept. 9. Kindergarten-Grade 4 are being relocated into the "new" 1993 addition of Tisbury School, since that area does not contain lead or asbestos. The cafeteria will be in the Emergency Services Facilities meeting room. John Custer will be staying in that building. Grades 5-8 will be relocated to the 200 wing of the high school. Melissa Ogden, associate principal, will move with the 5th -8th grades to the high school. There has been a lot of community support during this challenging time trying to figure out how the school will function, especially the YMCA, the Boys and Girls Club and Camp Jabberwocky. Transportation issues and other operational logistics are being addressed on a daily basis.

School Choice has reopened at other island schools to accommodate Tisbury families wishing to move their students to another school. There are not a lot of slots available, but the willingness of schools to assist is appreciated.

John Custer is clear that things will be ready for the first day of school, even though there will be ongoing adjustments. He is very appreciative of the wide range of town departments which have been helpful and supportive during this challenging time.

Report from Tisbury Board of Selectman by Jim Rogers:

The selectmen are working with the school committee to address the current emergency situation facing the school. While the selectmen and school committee see the modular school as their responsibility as part of the remediation process, the selection and location of modular classrooms is an unclear issue for some members of the TSBC. The selectmen would like to prevent redundant work at the school. They recognize that the modulars are partially part of the current emergency situation and part of the full renovation/addition building project, with the assistance of the OPM.

There will be a special town meeting called to vote for money to get modular classrooms. Date is currently set at September 24.

Discussion of Standing agenda items:

Ms Orr recommended to the committee that a placeholder be created in the committee's agenda for a report from the Board of Selectmen or any other town committees or boards.

Motion: to include a placeholder for a report from the Tisbury Board of Selectmen and the School Committee in the agenda for each meeting.

Moved by Harold Chapdelaine, seconded by Rita Jeffers

8 Ayes (1 remote) , 0 Nays, 0 Abstentions

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

If anyone has any conflicts for TSBC meetings in September or October, please let Ms Orr know.

Ms Orr asked if there might be a need to add a warrant article to cover a modest dollar amount for TSBC administrative costs such as secretarial services, videotaping, a grant writer, or a web site designer. This warrant article would need to be submitted by Sept. 5. Committee discussed the possibility Mr. Rogers offered the opinion that the April 2019 warrant article should suffice, but would ask town counsel for clarification. If there is a need for an article, Mr. Rogers and Ms Orr will fashion that article, to be presented at our next meeting.

Harold Chapdelaine asked for clarification concerning accessing funds should the fees for the OPM and architect exceed the \$400,000 voted at the April 2019 town meeting. Jeff Kristal, as a former Finance Committee member and current selectman, offered the opinion that depending on how the article for the special town meeting is worded, there might be an opportunity to cover some overages from those funds. However, there needs to be some firm numbers for the finance committee to make any decisions.

Questions/Comments from the audience:

Comment: Jeff Kristal: Modular classrooms being on the current school site is problematic. Perhaps the modulars could be sited at the high school, where Tisbury School could access high school facilities. The structures could then be used by the high school when/if work is done on that facility. There are infrastructure advantages

there also. He suggests that any input as to location preferences should be brought to the attention of school committee members.

Q: Wiet Bacheller: What happens if the vote [for the modular classrooms] doesn't pass at the special town meeting?

A: The town's "Rainy Day" fund is being tapped for the \$1.5 million, so that no ballot vote would be needed. But the need for this has to be sold to the town meeting. (comments from Mr. Kristal)

Q: (unknown audience member) Even though the original warrant article is for a renovation and addition, what if that isn't the best way to go for the project? Can the warrant article [under discussion for the special town meeting] be made more broad to cover something other than renovation/addition? What if new construction is the better way to go? Can the OPM address changing the project?

A: The scope of the previous town meeting cannot be changed without another town meeting with a new warrant article. The special town meeting coming up is only for addressing the immediate needs of modular classrooms, not for a building project. The OPM is not the person to suggest changes, that would be the architect who comes up with plans and budgets. We aren't there yet, but if that is a possibility, we would have to go back to town meeting. (comments from Ms Orr, Mr. Kristal, Ms Milne, Mr. Rogers)

Q: Where will the special town meeting be held?

A: Hopefully in the school gym, but that will be answered by next week. (comments from Mr. Rogers)

Q: Wiet Bacheller: What does the \$1.5 million cover? What about the property the town just bought across from the school?

A: Lease of the modulares, siting, connecting into utilities, getting them ready for school occupancy, with a small cushion. (comments from Mr. Kristal)

Q: Marie Laursen: We need to offer lead paint testing to all Tisbury students to make sure they are healthy. You have our attention, don't feel down, that the town won't support the school. Why can't we spend the money for remediation of the school for lead paint and any asbestos and move students back in, then take the needed time to come up with a well thought-out plan for the building project?

A: It seems like the right solution, but there should also be consideration of burden on the staff and students to move so many times. There are many additional issues that complicate the solutions. Coming up with a good project, as efficiently as possible, is what needs to be done. Modular schools aren't the best, but they are doable, even for a longer period of time so that the building project is done correctly. (comments from Mrs. Jeffers, Mr. Custer, Mrs. Robinson, Mr. Chapdelaine, Ms Orr)

Comment: Erika Mulvey: The issues in the building are more than just paint – including mold, air quality, heating. The walls are crumbling from the inside out – it's not just fix the paint. If students are out of the building for four years [in her estimation] then the town needs to vote for a new school. There is no other option. If we had voted for the new school, we would have already secured money and the modular school would be in

place. We have to look back to learn and move forward to the new project.

Q: Angie Francis: We need to move forward. We parents need to know what is going to happen and when so we can make decisions about what we are going to do for our families. Please ask the OPM: We want a timeline with the goal for having our students back into their school by a specific date. How would you help us create a timeline that works backward from that date and lets us know what needs to happen and when, so that parents will know how long their students will be in the modular school?

A: The timeline is currently an unknown. The OPM's job is to help the committee come up with the end date. Committee agreed that this question should be amended to the interview questions, based on the audio tape. (comments by Ms Orr, Mr. Chapdelaine)

Motion: to include the question posed by Angie Francis with the interview questions previously voted by the committee.

Moved by John Custer, seconded by Harold Chapdelaine.

8 Ayes (1 remote) , 0 Nays, 0 Abstentions

Q: Dan Doyle: Please also ask the OPM: In your experience, what are the trade-offs for fast-tracking such a project?

A: Committee agreed that this question should be added to the interview questions, with Ms Francis' approval.

Motion: to include with the questions edited at this meeting by Mr. Watts the question posed by Dan Hodsdon as part of the question posed by Ms Francis.

Moved by Harold Chapdelaine, seconded by Mike Watts

7 Ayes (1 remote) , 0 Nays, 1 Abstention (1 member out of the room)

Comment: Rick Brew: The information about modular classrooms is new, and an unknown in the town. Need more community communication about modular units and moving them off-site. Something more needs to happen all the way along.

Response: Currently, there is the Town website, videos of selectmen's meeting, email chains. Ideas included: send summary paragraphs to the papers, particularly the town columns; possibly a blog (Mr. Rogers referenced the need to adhere to the town's Social Media Policy.) Parent groups can also take on some of the outreach. It has been successful in other places. Suggestions from community are welcome.

Comment: Dan Doyle: We want the best campus for our kids. But if the site for the modulars isn't readily visible, the school itself should be boarded up so that all community members are constantly reminded that the school needs to be taken care of.

Comment: Jeff Kristal: The selectmen are keeping the school issues front and center of their agendas. They are holding off on doing anything with 55 West William St. They are not considering buying the Santander Bank building. They are focusing on the school

Motion to Adjourn at 7:41 PM: made and seconded, unanimous vote (including 1 vote by remote participation.)

Next TSBC meeting: Wednesday, Sept. 4, 2019, 1 PM, at a location to be decided. OPM finalist interviews.

Attachments: Original questions collected by Mike Watts and reviewed by Town Counsel; final questions edited by Mike Watts.

Minutes respectfully submitted by Alice Robinson.

Alice Robinson
Alice Robinson – Recording Secretary

Rachel Orr
Rachel Orr – TSBC Chair

9/25/19
Date

9/25/2019
Date

Minutes approved by TSBC 9/25/19

Draft OPM Interview Questions (revised with Town Counsel)

- 1) How does the structure provided by the MSBA process vary with a non-MSBA project?
- 2) Tell us about the challenges in the non-MSBA public school renovation / addition projects that you have completed?
- 3) As an alternative to municipal funding, what additional funding sources are you aware of that are available?
- 4) How do you address unknown conditions, and the budgeting for unknown conditions, in a renovation project?
- 5) What general metrics do you use to determine if a project is progressing on track?
- 6) If the project is not adhering to schedule, how do you work to get it back on track?
- 7) How would you describe your communication and leadership style?
- 8) How would you describe the outcome of your last project?
- 9) Tell us about one project you've worked on that you're particularly proud of. What makes that project stand out from the rest?
- 10) How do you "read" the characteristics and goals of a community? What makes for a successful read, what can lead to failure?
- 11) When do you start developing an overall budget?
- 12) What do you know about the prior history of Tisbury School Project?
- 13) What are the three key challenges for Tisbury School and how can these be tackled effectively?
- 14) Tell us about a public project you started to work on but that failed to win voter support. What did you learn from it? What would you have done differently?
- 15) Please describe a project you've managed that prepared for the future while preserving the past. What were the challenges? What were the rewards?
- 16) What changes in construction practices do you regard as necessary to address and/or adapt to climate change? How will those changes affect the Tisbury School project?
- 17) What does "green" construction mean to you?
- 18) How many school building construction projects have you managed that were not MSBA projects? Why were those projects pursued without the MSBA funding?
- 19) Explain the process you use for creating and maintaining websites for public projects.
- 20) Every project has an economic component. How do you help a community establish a budget?
- 21) Do you have experience working with communities that have high property values and wealthy seasonal residents but mostly lower income year-round residents? If so, describe what made for a successful project despite that dichotomy. If not, how

- would you prepare to assist a community with that economic reality?
- 22) We have already had one school building project turned down at the ballot box. Have you dealt with this type of situation before? What specific actions did we take, and what were the results?
 - 23) There is a focus of this committee for communications with town voters that is clear and very user-friendly. What methods have you employed previously? Do you have specific personnel who focus on this aspect of a project?
 - 24) Since MSBA is not involved in this project, monetary assistance from other sources may be essential. What resources do you have to help the town access alternative funding sources? How successful have you been in this area with projects similar to ours?
 - 25) Please share any experience(s) your company has in providing direction/guidance for a municipal client when an anticipated project realizes significant challenges that could lead to a different outcome.
 - 26) How would you mitigate the cost of a temporary school during construction?
 - 27) What is your experience with Net Zero energy or Net Zero carbon public schools or other municipal buildings?

Revised Interview Questions
OPM Tisbury School Renovation & Addition

- 1) Tell us about your experience with non-MSBA public school renovation / addition projects that you have completed?
- 2) Every project has an economic component, how do you help a community establish a budget and seek alternative funding sources and have you had success in this space.
- 3) How do you address unknown conditions, and the budgeting for unknown conditions, in a renovation project?
- 4) If the project is not adhering to schedule, how do you work to get it back on track?
- 5) What are the key challenges for the Town of Tisbury in regards to a school building project and how can these be tackled effectively?
- 6) There is a focus of this committee for communication with town voters that is clear and very user-friendly. What methods have you employed previously? Do you have specific personnel who focus on this aspect of a project?
- 7) Please share any experience(s) your company has in providing direction/guidance for a municipal client when an anticipated project realizes significant challenges that could lead to a different outcome.
- 8) What is your experience with Net Zero energy or Net Zero carbon public schools or other municipal buildings?
- 9) We want a timeline with the goal for having our students back into their school by a specific date. How would you help us create a timeline that works backward from that date and lets us know what needs to happen and when, so that parents will know how long their students will be in the modular school? In your experience, what are the trade-offs for fast-tracking such a project?

Tisbury School Building Committee Meeting
Sign-in sheet

Date: Aug. 28, 2019

	<u>Name</u>	<u>Affiliation</u>
1	✓ Ashley Tarter	Parent
2	✓ Jeff KRISTAL	BOS
3	✓ Jay Grande	Town Admin.
4	✓ Melinda Soburg	BOS
5	✓ Heidi Larsen Arroyo	Parent
6	✓ Wiet Bachelder	SAC
7	✓ John Bachelder	
8	✓ Angie Francis	Parent / Resident
9	✓ Ade Bernard	"
10	✓ Peter Goodale	"
11	✓ Marie Lamm	Tisbury citizen
12	✓ Obie York	parent / Resident
13	✓ Sigale Benjamin	parent / resident
14	✓ Whitney Burke	parent / resident
15	✓ ESTHER TEVES	TISBURY RESIDENT
16	✓ Jen Coker	Parent / Resident / SAC
17	✓ Dina Sirovsky	parent / resident
18	✓ Erika Mulvey	parent / resident
19	✓ D. Hadden	Resident
20	✓ Melissa Ogden	Tisbury School