

**Tisbury School Building Committee – Design/Construction Phase
4:00PM, Monday, November 1, 2021
by Zoom Cloud Conference due to Covid-19 Restrictions**

1

TSBC Members Present: Acting Chair – Mike Watts*, Chair - Harold Chapdelaine,
John Custer, Sean DeBettencourt*, Rita Jeffers, Reade Milne,
Jim Rogers, Sarah York*,
Absent: Connie Alexander, Sarah Ward,
Others: Recorder – Marni Lipke
CHA/Daedalus Projects – Christina Opper, Amanda Sawyer,
Tappé Architects – Chris Blessen,

* TSBC members late arrivals or early departures.

1. Call To Order & Virtual Meeting Reminders

• The final Tisbury School Building Committee Design/Construction Phase (TSBC) meeting was called to order at 4:07PM. (*Recorder's note: Discussions are summarized and grouped for clarity and brevity.*)

2. Tisbury School Building Committee (TSBC) Attendance - was called and Owner's Project Manager (OPM) CHA/Daedalus Projects and Tappé Architects team was introduced.

- All TSBC members had now been sworn in.

* Ms. Sarah York joined the meeting at 4:09PM and Mr. Sean DeBettencourt at 4:18PM. Mr. Michael Watts left the meeting at 5:00PM.

3. Nominations for Chair and Vice Chair of the Tisbury School Building Committee (TSBC)

a. Vote to Accept Nominations and Recommend to Tisbury School Committee (TSC)

In accordance with discussions at the previous meeting:

• **ON A MOTION DULY MADE BY PRINCIPAL JOHN CUSTER AND SECONDED BY MR. JIM ROGERS**

- **MR. HAROLD CHAPDELAINE WAS NOMINATED AS CHAIR AND**

- **MR. WATTS WAS NOMINATED AS VICE CHAIR**

OF THE TISBURY SCHOOL BUILDING COMMITTEE – DESIGN/CONSTRUCTION PHASE; MR. CHAPDELAINE AND MR WATTS ACCEPTED THE NOMINATIONS; AS THERE WERE NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. CHAPDELAINE—AYE, PRIN. CUSTER—AYE, MS. RITA JEFFERS—AYE, MS READE MILNE—AYE, MR. ROGERS—AYE, MR. WATTS—AYE, MS. YORK—AYE.

4. Review and Approval of Minutes

a. September 9, 2021

• **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MR. ROGERS THE SEPTEMBER 9, 2021 MINUTES WERE APPROVED AS CORRECTED FOR A TYPO: 6 AYES, 0 NAY, 1 ABSTENTION: MR. CHAPDELAINE—AYE, MS. JEFFERS—AYE, MS MILNE—AYE, MR. ROGERS—AYE, PRIN. CUSTER—AYE, MR. WATTS—AYE, MS. YORK—ABSTAIN (not a member of TSBC 2019-21).**

b. October 25, 2021

• **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MR. ROGERS THE OCTOBER 25, 2021 MINUTES WERE APPROVED AS PRESENTED: 6 AYES, 0 NAY,**

**Tisbury School Building Committee – Design/Construction Phase
November 1, 2021**

2

1 ABSTENTION: PRIN. CUSTER—AYE, MS. JEFFERS—AYE, MS MILNE—AYE, MR. ROGERS—AYE, MR. WATTS—AYE, MS. YORK—AYE, MR. CHAPDELAINE—ABSTAIN (due to absence).

5. Architect Update

Mr. Chris Blessen of Tappé Architects expressed his pleasure in the new TSBC and reported that the last week had been encouraging. Given the construction market inflation, materials and labor shortages and high demand, he was relieved to report that the current cost estimates (still in progress) had not unduly shocked him.

b. Temporary School/Modular Trailers Update (See below: Actions.)

In addition there was good progress on the temporary school.

- In consultation with Town leaders and Prin. Custer a floor plan was determined for a user-friendly school and the project approved for a one-time installation (i.e. not phased). Preliminary Building Inspector concerns had been resolved.
- The next step was presentation and vote at the Tisbury School Committee (TSC).
- The modulares would be located on the east playground side of the school site. 55 West Williams St. would be demolished (but gravel or surface preparation was not anticipated) and the site used for crew parking, equipment staging, storage, etc.
- The team was in contact with two modular companies but the usual procurement process, as well as assembly and transportation logistics put the project at no earlier than March 2022.
- Available funds included \$2,500,000 budgeted for the temporary school and a \$1,000,000 residual from the School remediation article (see 10/2/19 Minutes). As a former Select Board member Mr. Rogers was interested in continuing research for additional funding sources.

a. Working Groups Discussion and Assignment

The groups would streamline the process by working with the architectural team and then making recommendations to the full TSBC for final decisions. In accordance with and in expansion of discussions at the previous meeting it was agreed working groups should include 2 knowledgeable TSBC members as follows:

- **Interiors - Mr. DeBettencourt, Ms. Jeffers** (colors, materials, etc.);
 - **Exteriors - Mr. Chapdelaine, Mr. Watts;**
 - **Systems - Mr. Rogers, Mr. Watts** (heating/ventilation/air conditioning (HVAC), lighting, plumbing, electrical, mechanical, etc.);
 - **Landscape – Ms. Connie Alexander, Mr. Chapdelaine/Mr. Watts (alternates)** with aid from Open Space Committee representative Cheryl Doble and Parent Teacher Organization (PTO) President Siobhan Mullin);
 - **Security - Prin. Custer** (with Town safety officials);
 - **Vendor Invoices – Ms. Milne, Ms. York;**
 - **Communications - Ms. Sarah Ward** (if confirmed), **Ms. York** (to keep public informed).
- It was agreed that this third TSBC iteration would be titled the Design/Construction Phase.

6. Owner's Project Manager (OPM) Update

a. Construction Manager at Risk (CMR) Procurement Update

(See below: Meetings/Events.)

The procurement process was moving rapidly. The Committee had been formed and the OPM team was checking references.

**Tisbury School Building Committee – Design/Construction Phase
November 1, 2021**

3

- In the second phase the companies submitted technical and non-technical information. The OPM team would submit an addendum to the Request for Proposal (RFP) on November 10th after which the Committee would complete the scoring exercise and prepare for the 3 interviews, discussion and recommendation.
- As determined by Town Administrator and Town Counsel, interviews would be in open session. TSBC members could attend the technical/interviews as members of the public but a TSBC quorum should be avoided.
- The CMR Committee Chair would announce that only the CMR Committee would ask questions/participate during the interviews.
- The non-technical (fee) document opening and the ranking discussion would be in Executive Session.
- The CMR Committee would report the ranking to a joint meeting of the TSC, TSBC, CMR Committee, and Tisbury Select Board (TSB). The TSC would take a final vote and the TSB would sign the contract.

7. Public Comments – None

8. Other Topics Not Reasonably Anticipated by the Chair Within 48 Hours of the Meeting

Current architect and OPM invoices were a good practice run to establish Town invoice process (see 10/12/21 TSC Minutes p.2 #V A), which was somewhat hampered by the Town Accountant requirement for hard copy signed original invoices. There was general concern regarding timely payment since sub-contractors required clear cash flow for payroll and materials. The Vendor Invoice Working Group could review digital invoices and coordinate with the Town Accountant (see below: Actions).

9. Adjournment

• ON A MOTION DULY MADE BY MR. ROGERS AND SECONDED BY PRIN. CUSTER THE TISBURY SCHOOL BUILDING COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 5:13PM: 6 AYES, 0 NAYS, 0 ABSTENTIONS: PRIN. CUSTER—AYE, MR. DEBETTENCOURT—AYE, MS. JEFFERS—AYE, MR. ROGERS—AYE, MS. YORK—AYE, MR. CHAPDELAIN—AYE.

Appendix A: Meetings/Events:

- CMR Committee – 4:00PM, Thursday, November 4, 2021 by Zoom
- TSC – 6:00PM, Tuesday, November 9, 2021 at the EMS Bldg.
- CMR Committee – 3:30PM, Friday, November 12, 2021 By Zoom
- CMR Interviews – 9:00AM – 3:00PM, Friday, November 19, 2021 at the EMS Bldg.
- TSBC/TSB/TSC/CMR Com. - 5:00PM, Monday, November 22, 2021 by Zoom

Appendix B: Actions:

- Mr. Rogers – contact Town Administrator re: continuing research on alternate funding.
- Ms. York/Ms. Milne – invite Town Accountant to the first Working Group meeting.

continued >

Tisbury School Building Committee – Design/Construction Phase
November 1, 2021

4

Appendix C: Documents on File: (Available at: <http://www.tisbury.moyps.org>/click on Tisbury School Project & Official archive hard copies on file at Tisbury School)

- Agenda 11/1/21

Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Harold Chapdelaine – TSBC Chair
Through Acting Chair – Michael Watts

Date

Accepted 11/15/21