

Minutes  
West Tisbury Space Needs Committee  
April 23, 2007

Present: Chuck Hodgkinson, Sue Hruby, Bea Phear, Bob Schwartz, Joe Eldredge, Hermine Hull, Kathy Loeb, and guest Glenn Hearn

Chuck opened the meeting at 8:00 AM at the Howes House.

**Building Committee Composition**

Glenn reported that Skipper wants the committee to be five people, maybe with an alternate. Members of the Space Needs Committee thought seven better, which would make getting a quorum easier, and offer coverage when people were away over the two-year project.

So far letters have been received from Kent Healy, Ginny Jones, Kate Warner, Jim Osmundson, and Bea Phear. Other names were also discussed as possibly interested. The deadline for letters is April 30.

The skill list that Joe developed was discussed. Kathy thought there need not be someone with construction experience, that is who we hire, but it needs to have people committed to driving the process and someone who was detail oriented. Hermine said we at least need someone who can read plans.

Glenn said there was an understanding that there be no Selectmen and no town employee. The committee suggested we DID need a town employee, this was shown by how valuable Kathy had been to the Space Committee. The employee should, at the very least, be a designated liaison, but town process experience was critical.

**Project Manager/Architect**

Joe spoke to the need to have a “kick ass” person for the project manager to come on early. It was felt there were two phases – the planning stage could be part-time and the building stage full-time. He suggested going through a charette to decide the scope and the approach first, and then hire the architect. Bob thought the architect should come in as early as possible.

**Charge to Committee**

Chuck will write a draft time-line and prepare a packet of materials for the committee to be put in the Town Hall box later this week for review and discussion next meeting.

The committee will probably need to hire a recording secretary to take minutes and do postings and other clerical chores.

It was suggested that frequent communication with and feed back from the public was important. They should have a web page beyond just the committee minutes section on the town site.

The meeting adjourned at 9:05 AM

Respectfully submitted,  
Beatrice Phear

Approved: April 30, 2007