

Lee Public Community Center Building Committee Minutes
September 19, 2013
Lee Public Library 6:30 pm

Committee members present: Chuck Cox, Tobin Farwell, Paul Gasowski, Leslie Martin, Katrinka Pellecchia, Zach Smith, Sharon Taylor. Others present: Dennis Mires.

The 9/5, and 9/12 minutes were approved as amended. The 8/15 minutes were revised to reflect the approval of the 8/7 minutes.

Discussion took place regarding correspondence. In order to keep all informed, in addition to all members of the Building Committee, the draft minutes will also be sent to all members of the Select Board, the Town Administrator and the chair of the Library Trustees. Once the minutes have been approved, they will be sent to the Town Administrator for posting on the town website, with a copy to Sharon so that she can have a hard copy of the minutes available at the library.

The site plan update was given by Dennis Mires, architect. The driveway location was looked at, and DOT will weigh in at the appropriate time. Looking at the more detailed drawings of the site that Tobin had sent him, Dennis thinks the actual driveway will be south of what is shown on the current drawings; this may affect the parking layout. A traffic study will need to be done in order to get an idea of the number of trips the library community center will generate. The current layout, the multiple courtyard plan, calls for a 12,200 square foot building. At this point, Dennis is suggesting a combination of clapboard and shingles for the exterior to be consistent with a New England look. The idea of a timber frame in the community room was discussed; ways to involve community and community materials continue to be explored. The construction manager will be able to give input once he is on board. The plans are dated so that we will know which are the most current, the plans will continue to evolve as input is received from various sources.

Paul Gasowski stated the timeline should include the critical budget dates, and listening sessions. He will get dates from the Town Administrator. Zach Smith suggested that the important dates be listed at the bottom of meeting agendas to help keep them fresh in everyone's mind.

The construction manager interviews are scheduled for Tuesday, October 1 at 5 p.m. at the Safety Complex and Thursday October 3 at 5 p.m. at the library. Audio recordings will be made of both sessions; Paul will take care of the recording. Dennis will check to see if any of the five firms have media needs. Dennis has asked that the firms send him their RFPs by 9/26; the committee will have the weekend to review the materials. The interview questions generated by Tom Dolan and Paul Gasowski were reviewed and a format was agreed upon. The interviews – as are all building committee meetings – will be public, but there will be no opportunity for public comment. The committee will take turns asking the interview questions, and Katrinka will introduce the committee and explain the format of the meeting at the beginning. Dennis offered to create a matrix with the companies' names as an aid in

evaluating the committee's reactions to the questions answered. There was further discussion on the questions; Katrinka will send the final questions as well as who will ask each question to the committee.

Katrinka will ask that the Building Committee be put on the Board of Selectmen agenda for October 14 in order to discuss the CM selection. Paul and Zach agreed to attend the meeting with her.

In addition to the interview sessions, the next LPLCC Building Committee meetings will be October 17, November 7 and November 21 – all at 6:30 pm at the Lee Public Library.

The meeting was adjourned at 9 p.m.

APPROVED