

Lee Public Library Community Center Building Committee

August 15, 2013 Meeting Minutes

Committee Members present: Thomas Dolan, Lou Ann Griswold, Katrinka Pellecchia, Zachary Smith, Sharon Taylor, Paul Gasowski, Carole Dennis, Chuck Cox

Others present: Margaret Dolan, Annie Gasowski, Dennis Mires

The meeting was called to order at 6:30 p.m.

The minutes of the August 1, 2013 meeting were accepted as amended to correct a couple of errors and to provide for the attachment of referenced documents to the minutes. The August 7 minutes were accepted. The Town website was discussed as a possible repository for all such documents as was the possibility of Zach Smith developing a web site specific to the LPLCC Building Committee.

The committee confirmed the requirement to be completely transparent in all activities to include possible recusal of committee members with regard to the selection of contractors where a potential conflict of interest could exist.

The committee and Dennis Mires reviewed the draft of the proposed letter/invitation to the abutters to attend an informational session on site entrance and egress at the next LPLCC Business Committee meeting on August 29th. After making some minor changes, the committee approved the letter as amended (Attachment 1 to these minutes). The Dennis Mires 'option B' site plan will be enclosed with the letter. The committee further determined that in addition to the abutters, the Chief of Police, the Road Agent and a rep from the Rec commission be invited to the info session.

Dennis Mires and the committee reviewed the previous library plans, siting options and building configurations. In summary, the committee agreed that:

- Siting option B was conceptually preferred; Dennis Mires to evaluate access from Little River Park
- Dennis Mires will explore concepts to develop an enclosed Young Adult section while still preserving line of sight supervision
- The 'wings' of the current design will be splayed to alter the roof line and present a smaller appearance of the building from any angle
- The basement will be unfinished with no provision for bathrooms
- Parking options will be reviewed once the access route(s) is/are confirmed
- Sharon Taylor will update the space requirements and compare to the Patience Jackson report
- Dennis Mires has enough information to provide the initial iteration of the building plan incorporating considerations and requirements identified to date

Dennis Mires and the committee reviewed and discussed the introductory paragraph to the RFP as approved by the Select Board and the LPLCC Building committee at the meeting of August 1st. Dennis was in agreement with the revision.

Dennis presented a couple of options on which to base the RFP/Letter of Invitation; on qualifications (specific to the project), on fees charged or a combination of the two. Dennis recommended the qualification basis only, with the consideration and evaluation of fees to follow. He further indicated his preference to invite a limited number of pre-qualified Construction Management companies as opposed to a 'shotgun' publicity approach. The RFP will however be posted on certain sites supporting projects of this magnitude. The committee voted to authorize Dennis Mires to issue the qualification based RFP without delay and to publicize the project on the appropriate web sites.

The committee then discussed the agenda of the 'info session' for the abutters at the next Building Committee meeting to be held on August 29th. The meeting will be recorded for the record and not for TV presentation. Dennis Mires left a large scale drawing for option B and will provide a refined version to more clearly outline the entrance and egress options and the revised building configuration on or before August 29th. Paul Gasowski will put together some introductory slides. The agenda will include a presentation of the pros and cons of each option and the opportunity for input from the public.

The next meeting is scheduled for August 29th at 6:30 PM at the Safety Complex.

The meeting was adjourned at 8:45 PM. These minutes were prepared by Tom Dolan