

Lee Public Library Community Center Building Committee

August 7, 2013 Meeting Minutes

Committee Members present: Charles Cox, Thomas Dolan, Lou Ann Griswold, Leslie Martin, Katrinka Pellecchia, Zachary Smith, Sharon Taylor, Paul Gasowski

The meeting was called to order at 6:00 p.m.

The committee reviewed the draft of the introductory paragraph to the RFP for the architectural services that had been composed by Zach Smith and as amended and approved by a majority of the Select Board at their meeting of August 5<sup>th</sup>.

Zach Smith addressed questions and concerns related to:

- The importance of schedule flexibility in bond application and acquisition.
- The respective roles and responsibilities of a 'Construction Manager' versus an 'Estimator' and a 'Clerk of the Works'.
- The advantages of getting a Construction Manager selected as soon as possible in order to achieve a GMP or Guaranteed Maximum Price in sufficient time for the 2014 Town Meeting.

The committee briefly discussed the Construction Manager selection process in general and the need for performance measurement and evaluation in particular. The consensus was that performance management and review would be a point of discussion during the selection interview process and would be included in any eventual contract.

The committee further considered and approved additional wording in the RFP introduction to highlight the requirement for advice and recommendations on solar and other environmental considerations. The RFP introductory paragraph, as amended by the Select Board and the LPLCC Building committee was approved unanimously.

Katrinka Pellecchia will E-mail the LPLCC background information (how we got here!) supplied by Dennis Mires, along with the covering E-mails, to the committee members.

The next meeting is scheduled for August 15<sup>th</sup> at 6:30 PM at the Library. The meeting was adjourned at 6:45 PM.

These minutes were prepared by Tom Dolan.