



TOWN OF UPTON, MASSACHUSETTS

Upton Library Feasibility Committee

Meeting Posting & Agenda

Details:

Board – Committee – Commission: Upton Library Feasibility Committee

Meeting Day, Date, Time: Tuesday, December 9, 2014, 7:00 P.M.

Location: Town Hall, Ground Floor Conference Room

Agenda:

1. Call Meeting to Order / Review the Meeting Agenda
2. Review of Charter, goals and objectives, definition as a “working committee”
3. Approve Minutes of 25 November 2014 meeting
4. Financial Update
5. Needs Assessment and Building Program Update
 - 5.1. Meeting with Mary Braney tonight
 - 5.2. Review Draft Survey to be Distributed in January
6. Communication from Library Trustees
 - 6.1. Update on Workshop with Mary Braney and Capital Budget Committee
 - 6.2. Update any matters from the Board of Library Trustees Meeting 01 Dec 2014
7. Request for Qualifications (RFQ) for Owner’s Project Manager (OPM)
 - 7.1. Review Draft of RFQ for OPM (vote to approve or revise) – goal: Jan advertisement
 - 7.2. Discuss Rating Criteria for OPM (vote to approve or await revisions to RFQ)
 - 7.3. Assign: submission for advertising, creation of rating worksheet
8. List of Potential Sites
 - 8.1. Review listing of 13 current sites for investigation (including maps)
 - 8.2. Discuss Questions We Want to Consider for Rating Criteria for Sites
 - 8.3. Assign: two (2) sites per committee member for any further investigation needed
9. Audience Participation

RECEIVED

By Kelly A McElreath at 2:00 pm, Dec 04, 2014

UPTON LIBRARY FEASIBILITY COMMITTEE

Michelle Goodwin, Chairman

William Taylor, Vice-Chairman

Fran Gustman, Secretary

Linda Arthur, Kelly McElreath, Steven Rakitin, Alan Rosenfield

UPTON LIBRARY TRUSTEES

John Robertson, Jr., Chair

ADJUNCT MEMBER

Matthew Bachtold, Library Director

10. Future Meeting Date(s) – December 16th (if needed for RFQ review), otherwise January
11. Other topics not reasonably anticipated by the Chairman 48 hours in advance
12. Adjournment