

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

January 6, 2015, 7:00 P.M.

Town Hall, Ground Floor Conference Room

Present:

Michelle Goodwin, Chairman; William Taylor, Vice-Chairman;

Fran Gustman, Secretary

Linda Arthur, Kelly McElreath, Steven Rakitin

UPTON LIBRARY TRUSTEES REP: John Robertson, Jr., Chair

ADJUNCT MEMBER: Matthew Bachtold, Library Director

1. Call Meeting to Order / Review the Meeting Agenda. Meeting called to order at 7:01 P.M.
2. Approve Minutes of 16 December 2014 meeting. A motion to approve minutes as amended was seconded and passed unanimously.
3. Financial Update. Expenses: Matthew reported Mary Braney was paid \$725.00, the first invoice. No other changes.
4. Communication from Library Trustees.

4.1. Update on Building Program Development. Town Clerk will send out together the census and questionnaire, as soon as possible but no later than 1/10. The Council on Aging (CoA) questionnaire will be on the back of the Library questionnaire. A shared facility will be discussed at the next meeting of the Library Trustees, February 2, with the participation of CoA requested; if the CoA participates, the Feasibility Committee (Feas Comm) will be asked to modify its charge, and the director of CoA will be required to attend Feas Comm meetings; financials would need to be kept separated.

A discussion was had on the need for a separate OPM for the CoA or if an OPM would be needed at all. Kelly thought the issue would be covered by the procurement laws, as was the Vertex contract with the library. Kelly and Matthew will discuss the issue with Blythe.

A focus group for the building program was held at the library and more are planned.

The RFQ for the OPM was approved by the Board of Trustees and posted in the Massachusetts *Central Register* (<http://www.sec.state.ma.us/spr/sprcentral/infocent.htm>) and in the *Milford Town Crier*.

4.2. Update any matters from the Board of Library Trustees Meeting 05 January 2015. See 4.1, above.

5. Request for Qualifications (RFQ) for Owner's Project Manager (OPM)

5.1. Status of RFQ. The RFQ was posted on the town website on January 6, 2015.

5.2. Rating Criteria and Worksheet for OPM (vote to approve). Matthew suggested a weighting factor. Fran had questions about terms. Kelly left at 8:56. Eliminating the comments column was proposed, with only the ranking shown on the form, pending research to see if more specific comments are required legally.

Ranks were given numbers, 1-3, as well as descriptions. Discussion was had on submitting one evaluation by the committee, rather than by individual members.

6. Potential Sites. The Feas Comm will write up an RFP for parties interested in selling property to the Town and the Selectmen will be asked to handle negotiations for the town. The Feas Comm will begin by evaluating land the town owns and evaluate other sites later, as responses to the RFP come in. The Feas Comm will consult with the Town Manager to decide the best course of action procedurally for sending out the RFP.

A motion was seconded and passed unanimously to draft an RFP to acquire a list of potential sites.

6.1. Review (revise as needed) listing of 13 current sites for investigation (including maps). Thirteen sites have been noted. However, only town-owned sites will be considered until RFP responses are received and then they will be added into the list.

6.2. Discuss Questions We Want to Consider for Rating Criteria for Sites. After a lengthy discussion, it was decided to wait for the results from the Building Program before creating a list of desirable or unacceptable qualities in a site. The Designer would be asked to investigate no more than 4 sites.

6.3. Assign: two (2) sites per committee member for any further investigation needed. No action taken.

7. Audience Participation. None.

8. Future Meeting Date(s). The next meeting will be Tuesday, January 20, 2015, at 7 P.M.

9. Other topics not reasonably anticipated by the Chairman 48 hours in advance. None.

10. Adjournment. A motion made and passed unanimously to adjourn at 9:05.

Future actions:

Kelly and Matthew will discuss the issue of an OPM for the CoA with the Town

Manager.

Bill will research if specific comments are legally required when evaluating candidates for OPM.

Michelle will consult with the Town Manager to decide the best course of action procedurally for sending out the RFP for library sites.

Bill will find the RFP for the parking lot and others to mash together a draft RFP for library sites.