

## **MINUTES**

### **UPTON LIBRARY FEASIBILITY COMMITTEE**

January 20, 2015, 7:00 P.M.

Little Town Hall, second floor, Upton Town Hall

Present: Michelle Goodwin, Chairman; William Taylor, Vice-Chairman; Fran Gustman, Secretary

Kelly McElreath, Alan Leslie Rosenfield, Esq.

UPTON LIBRARY TRUSTEES: John Robertson, Jr., Chair

ADJUNCT MEMBER: Matthew Bachtold, Library Director

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 7:02 pm.
2. Approve Minutes of 6 January 2014 meeting. Motion to approve was seconded and passed, with one abstention.
3. Financial Update. No change.
4. Communications from Library Trustees.

A letter from the Capital Budget Committee to the Library Trustees said that the CBC will review any expenses over \$100,000.00. Particularly the CBC would like to explore the possibility of building a library without using state aid. John said that state requirements for a municipal building were a limiting factor in building without state aid, more so than the MLBC requirements. Michelle said the Feas Comm needs to educate the public on this issue.

Matthew:

The library survey has been sent out: useful trends are emerging.

Trustees promised to put together an interactive website on the planning and design project, which has been done by the library staff: [sites.goggle.com/site/uptonlibraryplanning](http://sites.goggle.com/site/uptonlibraryplanning).

Mary Braney, Building Consultant, is proceeding with her work.

The Building Program will list everything the library will have. The analysis of data should begin by the middle of February.

A lengthy discussion ensued, regarding whose charge it is to create the Building Program: Feas Comm or Trustees?

A motion was made to appoint a sub-committee of two or three members to work actively with the Director and the Building Consultant to document the building program and bring it to the Trustees for approval. The motion was not seconded and was dropped.

A motion was seconded and passed unanimously to take a 5-minute recess at 7:43. The Feas Comm recessed for 3 minutes.

A motion was made and seconded to ask the Trustees to clarify the mission statement of the Feas Comm regarding documentation of the Building Program; furthermore, the Feas

Comm [would like to state that it] is willing to take on this responsibility, based on the recommendation of the Library Director. The motion was passed, with one abstention.

7:59. Kelly left.

5. Request for Qualifications (RFQ) for Owner's Project Manager (OPM). Michelle clarified that individual notes made at interviews are not part of the public record, although they can be made part of the public record.

5.1. Status of RFQ. Matthew noted that several parties are planning to come to the walk-through.

5.2. Rating Criteria and Worksheet for OPM (vote to approve). Not acted on.

6. Potential Sites

6.1. RFP process and Draft RFP discussion.

The Town Manager agreed that the RFP should be issued for the library. Bill created a template. Bill will send out links to the raw information to Michelle, who will forward them to the committee.

Communications can be made between individual members of the committee. Business requiring a quorum must be done through the town email.

Michelle says that we will need the OPM before completing the RFP. The RFP will be sent in April, after the Building Program is completed and the CoA and Selectmen have participated.

7. Potential Change to Charge – Discussion and Vote to send committee position to Trustees.

A motion was made and seconded to inform the Trustees that the Library Feas Comm is willing to work cooperatively with a CoA Feas Comm to determine the feasibility of a joint building construction program, taking into account the deadlines imposed by the Trustees. The motion passed three to one. Alan dissented, questioning whether the motion would put an undue burden on this committee and jeopardize the possibility of having a new library approved.

Matthew will clarify the date of June 2016 as the date when the planning process must be completed. The date of the next construction grant round is unknown.

8. Audience Participation. None.

9. Future Meeting Date(s). February 3.

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

11. Adjournment. A motion was made and passed unanimously to adjourn at 9:09 pm.