

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

February 10, 2015, 6:00 P.M.

Town Hall, Room G7, Ground Floor Conference Room

In attendance:

Michelle Goodwin, Chairman; William Taylor, Vice-Chairman;
Fran Gustman, Secretary; Linda Arthur; Kelly McElreath; Steven Rakitin; Alan
Leslie Rosenfield, Esq.; John Robertson, Jr., Chair, Upton Library Trustees;
Matthew Bachtold, Library Director and Adjunct Member

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:06.
2. Approve Minutes of 20 January 2015 meeting. Motion to approve was seconded and passed unanimously.
3. Financial Update. Matthew pointed out the expense of \$104.44 to print the library survey that was sent with the census.

4. Communication from Library Trustees

4.1. Re-organize/Re-Assign Tasks.

Work groups:

- Site visits: Linda Arthur, coordinator
- Building Program: Matthew, Alan, Kelly. Group will recommend priorities to the full committee based on survey results.
- Site RFP: Bill and Steve. Town Manager okayed creation of RFP; after approval by the Feas Comm, it will go to the Selectmen.

4.2. Re-schedule timeline (if required) based on update from Trustees.
Poster by John shows the parallel actions required by various committees. No changes made.

Dates, as chosen after consultation with MBLC:

- April 4, 2016: Schematic Plan (floor plan) deadline
- Early May: MBLC must receive schematics and cost estimates
- Fall 2016: Special Town Meeting to ask Town to apply for a construction grant.
- Six months later (~November): Construction Grant application

5. Library Director Update

424 surveys returned. Matthew noted that the top priority was collections, with downloadables a distant second. Comments: people want more light, more space, handicap-accessibility. Only 26 completed the survey on line. The Summary is available to the public at the library website:

https://docs.google.com/forms/d/1d1gblJtXRZZNyZHN07JlvJrlh0nzLM_-gEbKZzTkrdA/viewanalytics.

6. Request for Qualifications (RFQ) for Owner's Project Manager (OPM)
Status of RFQ

Each committee member received a bound, hard-copy submission for each of the four OPM candidate. Committee members will review the OPM submissions during the week and meet on February 17 to discuss and create a final committee rating sheet and determine interviewees. Michelle will e-mail the rating sheet to committee members.

Interviews will be held during posted committee meetings open to the public Monday, February 23rd and Tuesday, February 24th. Discussion of interviews and vote of ranked recommendations to the Trustees will conclude the meeting on February 24th. Michelle will request to have Sandy (Town Manager Admin Asst) schedule the interviews.

Committee members are to compile lists of potential interview questions for discussion on February 17; Matthew has submitted a list of suggested questions. Michelle said that interview questions may only pertain to the criteria listed in the RFQ and that questions may neither be considered regarding a possible Senior Center nor a joint project. Kelly indicated that Blythe, as Procurement Officer, had told her previously that questions on could be asked on these matters; Kelly will ask Blythe for confirmation. Regardless of whether such questions are asked, Michelle directed that only questions and answers pertaining to the library be considered during the ranking process of applicants. Michelle suggested that as interviews will be open to the public, audience members would be able to ask questions outside the scope of the Feasibility Committee, after committee members ask their questions.

7. Potential Sites

RFP process and Draft RFP discussion (if time allows based on update from Trustees). No discussion, as Trustees have not met, due to snow.

8. Audience Participation. None.

9. Future Meeting Date(s) February 17, 6 pm, to discuss the individual results of rating the applicants from the literature received. Trustees will meet at 7 pm, afterwards.

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

11. Adjournment. A Motion to Adjourn was seconded and passed unanimously at 6:58 pm.