

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

March 31, 2015, 6:00 pm

Place: Town Hall, Room G7, Ground Floor Conference Room

In attendance:

Michelle Goodwin, Chairman; William Taylor, Vice-Chairman;
Fran Gustman, Secretary; Linda Arthur; Steven Rakitin; John Robertson, Jr.,
Chair, Upton Library Trustees; Matthew Bachtold, Library Director and Adjunct
Member, Blythe Robinson, Town Manager, Vertex: Jon Lemieux and Steve Kirby

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:01 pm.
2. Approve Minutes of 24 March 2015. Motion to approve Minutes as amended was seconded and passed unanimously. The Minutes will be sent to Kelly for posting on the town website.
3. Building Program review and vote final draft recommendation. The Building Program draft includes a meeting room of 65-person capacity and a Children's Story Time Room of 20-person capacity, 480 sf. Space and connections for two vending machines have been approved. The stained glass window will be left out of the Building Program; however, Matthew has described the window in the Narrative and the architect will be asked to design for it. (The story of the window is on page 3 of the 2014 Upton telephone book.)
Library Trustees will next meet on Monday, April 6. The Space Needs chart 331 will be sent to the Trustees by Matthew, as a summary of Building Program. A motion was approved unanimously to recommend the Building Program Area Designations, amended draft 331, to the Trustees. The Trustees will be asked to approve it and to send the Narrative and Area Designations to the MBLC. Further comments on the Narrative should be sent to Matthew by Thursday.
Matthew talked to Rosemary Waltos of MBLC about funds to pay for the designer. MBLC can release 80% of our funds, if application is made before April 30.
The same designer will do plans for both library and CoA, if approved at Town Meeting, May 7; Blythe said that funding will be kept separate, to be monitored by the OPM.
4. 7:00 p.m. The Vertex Companies, Inc.
 - 4.1. Introductions and review of scope of OPM services in design process. Jon Lemieux and Steve Kirby arrived at 6:54 pm. Jon explained that an OPM is mandated on any project over \$1.5 million. The designer will work on putting together all the features of the library, while the OPM will work on the technical aspects and examine the work of designer and contractor and coordinate

between the architect, contractor, and owner. Michelle found the mediator aspect of the OPM on the Town Hall project very useful.

4.2. Project Process and Timeline review.

Jon said the designer should start in 6-8 weeks. Then, the site RFP will be prepared. Next, a civil engineer (PE), hired by the designer, will evaluate sites. Jon said it is rare to have different architects for the design and construction phases.

May 7: Town Meeting vote on funding for CoA project.

OPM will contact civil engineers for an estimate on the acreage needed for a building of 17,000-19,000 sf (including CoA), plus parking.

Jon estimated the costs at \$350 per sf or \$7 million, plus 20% for contingencies, plus the cost of land, designer, and OPM. The 5 months allotted for the schematic design is more than sufficient. The design fee is 8-10% of the total cost.

Michelle asked how much to spend per site for investigation. \$9,000 is budgeted. Jon said many questions about site suitability will be answered by the designer without a site visit or the cost of drilling. He estimated the cost of a drill rig at \$2,500/day. Blythe noted it is \$1 million/mi to extend a sewer system.

For the RFP, Jon emphasized these criteria: availability to utilities, size of lot, location. Bill is drafting the RFP.

OPM will provide an estimate of the number for parking spaces needed. Matthew said the MBLC wants one space per 400 sf of building and CoA needs more.

4.3. Review of draft RFQ for designer (vote required for final draft).

Monday, April 6, Trustees Meeting: Building Program will be discussed; John R. will call a special meeting, if the Building Program is not approved that day.

Bill is drafting the RFQ.

There will be several attachments to the final RFQ.

RFQ and RFP will be ready for the May Trustees meeting.

Michelle reviewed the revisions on the RFQ made during the Feas Comm meeting of March 28.

The final RFQ and Building Program will be posted on the town site for potential designers to reference.

5. Audience Participation. None

6. Future Meeting Date(s): April 14, 6:00 pm, Town Hall, Room G7, Ground Floor Conference Room

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

8. Adjournment. Motion to adjourn was seconded and passed unanimously at

8:25 pm.

Task(s):

Comments on the Narrative should be sent to Matthew by Thursday.

Matthew will send the Space Needs chart 331 to the Trustees.

OPM will provide an estimate of the number for parking spaces needed.

OPM will contact civil engineers for an estimate on the acreage needed for a building of 17,000-19,000 sf (including CoA), plus parking.