

MINUTES, accepted

UPTON LIBRARY FEASIBILITY COMMITTEE

April 14, 2014, 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 (arrived at 6:37 pm);
Alan Leslie Rosenfield, Esq. (left at 7:24 pm); John Robertson, Jr., Chair, Upton
Library Trustees; Matthew Bachtold, Library Director and Adjunct Member.

Not present:

Steven Rakitin

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:00 pm.

2. Committee Re-organization. Michelle announced she will be moving this summer and stepped down as Chair to begin the transition. Bill took over as temporary Chair. Bill was elected unanimously as Chair. Linda was elected unanimously as Vice Chair.

[Matthew noted that the open meeting laws prescribe the minutes to be as close to a transcript as possible. Michelle noted that the Open Meeting Law states the minutes should be sufficient to allow someone who was not present to understand the proceedings.]

3. Approve Minutes of 28 March 2015 and 31 March 2015 meeting. A Motion to approve the Minutes of March 28 was passed unanimously, allowing for minor changes of form. The Minutes will be sent by Bill to Kelly for posting on the town website.

A Motion to approve the Minutes of March 31 was passed unanimously, allowing for minor changes of form. The Minutes will be sent by Fran to Kelly for posting on the town website.

4. Financial Update. Matthew: no new expenses.

5. Communication from Library Trustees, as reported by John.
Building Program. Trustees met April 6. They reviewed and approved the Building Program and authorized the Director to send it to the MBLC.

5.1. Re-organize/Assign Tasks (if required) based on update from Trustees.
Site: the Trustees voted to authorize the Feasibility Committee, without further review by the Trustees, to compete the RFP and advertise for the site. The Building Program will be sent from the Feasibility Committee to Blythe, who will send it on to the Selectmen.

Designer Selection Committee for architect: it is not required to have a separate committee, but the Trustees appointed the members of the Feasibility Committee, with the addition of the Director (this committee does not require a residency), for a total of 8 members. Michelle will check with Blythe on the requirements for separate postings and separate minutes.

5.2. Re-schedule timeline (if required) based on update from Trustees.
CoA: The Town Meeting was postponed to June 4, postponing also the vote on appropriation of money for the CoA. (No appropriations will be voted on May 7, which falls before the override vote.)

6. Library Director Update. None.

7. Designer Selection

7.1. RFQ draft and selection timeline. Jon of Vertex sent out an updated draft this afternoon. Bill will send it to the committee. Matthew raised concerns that the RFQ is not specific enough, but then noted that all the information is in the Building Program, which will be on the town website. Michelle likes the flexibility that this RFQ offers: a greater diversity of candidates will be able to apply. Michelle will speak to Jon about removing the repealed sections of MA law from the RFQ. Michelle suggested asking Steve (who was not present) if he would be willing to do grading sheets again for the designers. Bill will check with Blythe to see if the Town has written guidelines. We will vote on the RFQ at the next meeting, April 28.

Kelly arrived at 6:37 pm.

We agreed to give the designer applicants an extra week to respond (3 weeks, instead of 2 weeks).

8. Site Selection

8.1. RFP draft and proposal timeline. Bill reported that Jon says the site must be one acre with town water and sewer; much larger, if without. We discussed the requirements of the RFP in detail and decided that they will not be specific.

Evaluations will be made on how advantageous the site is for the purposes of building a library. Factors are: with water and sewer or if possible to add, buildable lot, in the Town of Upton, size, copy of latest deed, location, proximity to main roads, commercial grade electrical hookups, flooding, easements that do not interfere with use, free of structures, free of contaminants, price, purchase contingent upon funding, conservation restrictions, town and state regulations.

Bill will update the draft, which will be discussed April 28.

Alan left at 7:24.

8.2. Town-owned parcel review. Bill will send maps. We discussed: West River, Pederson 8 ½ acres, Milford St. 2.15, DPW by H.S./doing a trade with

DCR, 149 Main 3.5 acres, Fire and Police Dept 3.9 acres, Stefan's Farm 113.58 acres. We also discussed the property owned by St. Gabriel's on Mendon St. We can contact anyone about property that is already listed for sale.

9. Audience Participation. None.

10. Future Meeting Date: April 28, 6 pm, Town Hall, Room G7, Ground Floor Conference Room

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

12. Adjournment. Motion to adjourn was seconded and passed unanimously at 8:40 pm.

Other Task(s):

Fran will review the Building Program for changes of form and send it Matthew.

Submitted by Fran Gustman, Secretary
April 14, 2015