

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

April 28, 2015, 6:00 pm

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

In attendance:

William Taylor, Chairman; Linda Arthur, Vice-Chairman;
Fran Gustman, Secretary; Michelle Goodwin; Steven Rakitin; Kelly McElreath
(7:47-7:57 pm); John Robertson, Jr., Chair, Upton Library Trustees; Matthew
Bachtold, Library Director and Adjunct Member; OPM Steve Kirby; Audience:
Carolyn Smith (interested in joining Feas Comm)

Not Present: Alan Leslie Rosenfield, Esq.

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:02 pm.
2. Approve Minutes of April 14, 2015 meeting. Motion to approve Minutes as amended was passed unanimously. The Minutes will be sent to Kelly for posting on the town website.
3. Financial Update. Matthew reported filing for the first 20% and 60% of the grant payments from the state.
4. Communication from Library Trustees. John commented that he and Matthew went to a construction workshop in Walpole.
 - 4.1. Re-organize/Assign Tasks (if required), based on update from Trustees. Not applicable.
 - 4.2. Re-schedule timeline (if required), based on update from Trustees. Construction funding is based on when the governor releases the bond money; MBLC may announce a new grant round in June/July 2016. Twenty towns received Planning and Design Grants, with additional groups paying for their own. We have no idea when the construction will be funded. Our Design Grant must be completed by June 2016. We have to choose a property and file a letter of intent for construction funding and the application by January 2017; announcement of awards will likely be June 2017.
5. Library Director Update. Building Program has been sent to MBLC. Rosemary Waltos, MBLC, thought the large meeting room was too small, but Matthew feels the size can be justified by the meeting space available at the Town Hall. She wants to discuss the size of the collection with Matthew, although Matthew said the numbers are on target with the Wisconsin program.

6. Designer Selection

6.1. RFQ draft and selection timeline. Michelle discussed the Designer Selection with Blythe, who said that the new committee will be identical to the Feasibility Committee, except for the addition of Matthew. The Designer Selection Committee meetings will be held within the regular meeting; they will be posted together and minutes will be the same. The minutes will note which Committee was voting.

The Town is required to have written procedures for Designer Selections. Bill will check to see if the selectmen have already approved them. If not, the Model Designer Selection Procedures of Massachusetts will be used as a guide.

RFQ was reviewed in detail. The time allotted to designers to complete the contract was extended from 12 to 18 weeks.

7. Site Selection

7.1. RFP draft and proposal timeline. Questions raised: Add the words purchase, gift, and lease of a site? Should it be noted that the purchase would be delayed for years? Can a gift be solicited independently of the RFP? Bill will consult with Town Counsel.

We decided not to attach the Purchase & Sale Agreement to the application.

7.2. Town-owned parcel review. Not addressed.

8. Audience Participation. None.

9. Future Meeting Date(s): Tuesday, May 5, 2015, 6:00 pm, Town Hall, Room G7, Ground Floor Conference Room, posted jointly with the Designer Selection Committee. We will discuss the Designer RFP and the criteria for site evaluations.

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

11. Adjournment. Motion to adjourn was seconded and passed unanimously at 8:38 pm.

Task(s):

- Bill will check to see if the selectmen have adopted written procedures for Designer Selections.
- Bill will check with Town Counsel regarding the wording of the RFP: adding the word "gift," noting that the purchase would be delayed for years, if a gift can be solicited independently of the RFP?
- Steve Kirby will check if this is the correct certification: "Certification for

- School Project Designers and Owner's Project Managers."
- Bill will correct the address:
(http://www.mass.gov/cam/DSB/DSB_App_2005_CT.doc).

Submitted by Fran Gustman, Secretary
April 28, 2015