

MINUTES approved

Library Feasibility Committee and Designer Selection Committee

May 5, 2015, 6:00 P.M.

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

Library Feasibility Committee Members

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

Designer Selection Committee Members

The members of the Library Feasibility Committee and Matthew Bachtold

In attendance:

Linda Arthur, Matthew Bachtold, Fran Gustman, Kelly McElreath (arrived 6:36 pm), John Robertson, Jr., Alan Leslie Rosenfield, Esq., William Taylor

Not present: Michelle Goodwin, Steven Rakitin

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:12 pm.
2. Approve Minutes of 28 April 2015 meeting of the Library Feas Comm. A Motion to approve Minutes as amended was seconded and approved by three, with one abstention. The Minutes will be sent to Kelly for posting on the town website.
3. Financial Update. None
4. Library Director Update. MBLC has approved the Building Program Planning and Design grant. MBLC has sent a payment request to the State Comptroller.
5. Communication from Library Trustees. If the Chair of the Library Feas Comm is not present at a Trustees meeting, the Trustees can be notified in writing of an action to be taken.
6. Designer Selection
 - 6.1. Finalize and approve draft of Designer RFQ. The Designer RFQ was reviewed in detail.
OPM will send sample score sheets to the Feas Comm.
A Motion was made to accept the RFQ as amended and, subject to review

by Town Counsel, to recommend it to the Board of Trustees; the Chairman will then have the authority to present it to the Trustees, if in his judgment changes are insignificant and do not require committee review. Should he feel further review by the Feasibility Committee is necessary, he will refer the RFQ back to the committee. The Motion passed unanimously.

The RFQ is to be presented to the Trustees for approval May 11.

Blythe will send it to the Central Register on May 12.

Bill will send the Trustees the latest draft of the RFQ .

7. Site Selection

7.1. Work on draft of property RFP

Advertising will be on Central Register, Milford Daily News, Upton town website.

The vote on the article, COA request for \$15,000, is set for June 4, at Town Meeting. RFP will be sent out after the vote.

Bill will send the latest copy of the RFP to the Trustees.

A Motion was made to approve the RFP as drafted and forward it to Blythe Robinson for review by Town Counsel and to forward a copy to the Board of Library Trustees. The Motion was approved unanimously.

8. Audience Participation. None.

9. Future Meeting Date(s): Tuesday, May 19, 6 pm, in Town Hall, Room G7, Ground Floor Conference Room

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 7:26 pm.

All Motions and votes were made by the Feas Committee.

Actions:

OPM will send score sheets as a guide.

Bill will send the Trustees the last draft of the RFQ.

Bill will send the latest copy of the RFP to the Trustees and to Blythe.

Submitted by Fran Gustman, Secretary

May 5, 2015