

## **MINUTES approved**

### **Library Feasibility and Designer Selection Committees**

Tuesday, May 19, 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.,  
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, Michelle Goodwin, Fran Gustman, Steven Rakitin, John Robertson, Jr., Alan Leslie Rosenfield, Esq., William Taylor, OPM Steve Kirby. Kelly McElreath arrived at 6:37.

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:03 pm.
2. Approve Minutes of May 5, 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. Library Trustees update. Trustees considered Feas Comm recommendations for the RFQ, which was accepted, allowing for changes in form. The RFP has been previously approved.
4. Library Director update. Matthew purchased *BiblioTech: Why Libraries Matter More Than Ever in the Age of Google*, John Palfrey; *Building Blocks for Planning Functional Library Space*, ALA: floor plans suggested.  
Article on CoA will be voted on June 4. Since the override passed, the library operating budget submitted in January will go before the Selectmen. (The school has to resubmit its budget.) If the library loses its certification, it will lose its eligibility for the MBLC construction grant.
5. Financial update. The first bill for Vertex has been paid. Mary Braney has not yet sent in a bill (\$5000).
6. Designer selection.
  1. Status of Designer RFQ. The RFQ has been submitted by Blythe to Town Counsel.
  2. Discuss Town Counsel comments on Designer RFQ (if needed). Not discussed.
  3. Discuss Designer Selection process/worksheets. Postponed.
  4. Discussed list of changes to Designer RFQ by Steve Kirby.

A Motion was accepted, by a vote of six in favor, none opposed, with one abstention, that the designer budget would not exceed \$35,000. Bill will confirm with Town Counsel.

Dates scheduled:

June 3: RFQ publication in Central Register.  
June 10: voluntary site inspection for designers  
June 19, Friday, 11:30 am: last day for questions on RFQ  
June 24, Wednesday, 2:00 P.M.: proposals due and opened

7. Site selection

1. Status of Property RFP. Ads for newspaper must be posted once a week, for two consecutive weeks, 2 weeks before the RFQ is due at the Central Register.
2. Discuss Town Counsel comments on Property RFP (if needed). RFP will be sent by Blythe to Town Counsel.
3. Review list of town-owned parcels. Postponed.
4. Discuss site options. Postponed.

8. Project schedule:

- July 20: Trustees Meeting (replaces June 6 meeting)  
June 24: Feas Comm to distribute responses to Property RFQ to the DSC  
July 15: recommendation on architect to go the Trustees  
July 30, Thursday, 2 pm: A motion was passed unanimously to have the Property RFQ due July 30, 2 pm.

9. Audience Participation. None.

10. Future Meeting Date(s):

- June 2: Presentation by Linda and Fran of libraries visited.  
June 24: Feas Comm will distribute to the DSC the responses to Property RFQ  
July 15: recommendation of architect to go to the Trustees

11. Other topics not reasonably anticipated by the Chairman 48 hours in advance.

12. Adjournment. Motion to adjourn was seconded and passed unanimously at 7:40 pm.

Action(s):

A Motion was accepted, by a vote of six in favor with one abstention, that the designer budget would not exceed \$35,000. Bill will confirm with Town Counsel.  
Bill will send Blythe the RFQ for posting in the Central Register and the Milford newspaper.  
Members will search for a new committee member to replace Michelle.

Submitted by Fran Gustman, Secretary  
May 19, 2015