

MINUTES approved

Library Feasibility and Designer Selection Committees

Tuesday, June 2, 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.
Adjunct Members: Chair of Upton Library Trustees John Robertson, Jr., Library Director Matthew Bachtold.

Attendee: OPM Steve Kirby

Designer Selection Committee Members

The members of the Library Feasibility Committee, plus Matthew Bachtold

In attendance:

William Taylor, Fran Gustman, Michelle Goodwin, Kelly McElreath, John Robertson, Jr., Matthew Bachtold, Steve Kirby

Not present: Linda Arthur, Alan Rosenfield, Steven Rakitin

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:13 pm.
2. Approve Minutes of May 19, 2015 meeting. Motion to approve Minutes as amended was seconded, approved, and passed unanimously by the Feasibility Committee (FC). The Minutes will be sent to Kelly for posting on the town website.
3. Library Trustees update. Reviewed status of RFQ and RFP. Discussed resignation of former Chairman of Feas Comm and accepted it with regret, to be followed by a letter. A replacement is being searched for, with priority to parents of grade school-age children, to start June 30. Matthew will call Leah Hagen. Council on Aging will meet jointly at the next meeting of the Feas Comm, if the Town vote on June 4 passes; CoA needs an OPM and should be involved in Designer selection, perhaps filling out a grading sheet but not having a vote in Feas Comm meetings. The charge to the FC may need to be rewritten by the Library Trustees.
4. Library Director update. June 10, architect walk-through. Steve suggested that questions be referred to Blythe; a response to a substantive question must be written and sent to all who have responded to the RFQ. Kelly posted it under Procurement on the town website.
5. Financial update. Grant Payments #1, 2 have not come in. The Town's money is to be used first. We will need the state money to pay the architect's bill. Leftover will go back to the state.
"Encumbered" means a contract for a fee has been signed, as with the Library Consultant and the OPM (billed monthly)
6. Designer selection

- a. Status of Designer RFQ. Published June 3 in Central Register.
- b. Discuss Town Counsel comments on Designer RFQ. A budget, not to be exceeded, will be negotiated and voted on by the FC before June 24, probably June 10. Town Counsel advised eliminating ratings of “advantageous, etc.” from designer’s contract. Town Designer Selection procedures will be used. OPM’s clarifying language was not used.
- c. Discuss Designer Selection process/worksheets. Postponed until meeting with CoA.

7. Site selection

- a. Status of Property RFP. Discussion postponed until reviewed by Town Counsel.
- b. Discuss Town Counsel comments on Property RFP (if needed). None.
- c. Review list of town-owned parcels. The following were previously assessed by an architect: Coach Roads Apartments: ledge, Pratt Pond/ Hopkinton Road: traffic, wetlands; Town Hall, Holy Angels, Knowlton-Risteen: not acceptable.
The following private properties were discussed and callers assigned: Gasco (Matthew), 149 Main St. (behind #145; in foreclosure; Bill will follow up with Blythe and bank), Pedersen (John has called), St. Gabriel’s (Kelly), Stephan’s Farm (8 acres, water, no sewer, endangered turtle habitat), Maplewood lease at Pleasant and Maple. These private properties would only need a driveway to be accessible.
Bill suggested moving the DPW site, which needs upgrades, including a salt shed to another town property. Fran suggested trading with the VFW; contact would be made with the national organization.
- d. Discuss site options. Bill will create a worksheet to score sites.

8. Project schedule review. The project schedule will be modified after the Town Counsel reviews the RFP.

9. Audience Participation. None

10. Future Meeting Date(s):
Wed, June 10. Time TBD

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 7:10 pm.

Action(s):

Bill will confirm the date of the next meeting, which will depend on the June 4 Town vote and RFP review by Town Counsel.

Submitted by Fran Gustman, Secretary
June 4, 2015
Approved July 8, 2015