

## Library Feasibility and Designer Selection Committees

### MINUTES approved

Wednesday, June 10, 2015, 6:30 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

### Designer Selection Committee Members

The members of the Library Feasibility Committee, plus Matthew Bachtold

In attendance:

Linda Arthur, Matthew Bachtold, Fran Gustman, Steve Kirby, John Robertson, Jr., Alan Leslie Rosenfield, Esq., William Taylor

Visitors: OPM Steve Kirby, Director COA Janice Nowicki, Town Manager Blythe Robinson

Not present: Michelle Goodwin, Kelly McElreath, Steven Rakitin

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:30 pm.

2. Approve Minutes of June 2, 2015 meeting. Motion to approve Minutes was postponed until the next meeting.

3. Discussion of joint Library/COA facility – how will Library Trustees, Library Feasibility Committee, Designer Selection Committee, and COA work together on joint facility?

Alan pointed out that the Library Trustees do not have any authority over the COA.

Blythe sees herself and Janice working with an architect and the Library FC, perhaps with one voting member on the FC, then going together to the Town for approval.

A COA building plan already exists and has been submitted to the Selectmen.

John will propose to the Trustees that the Selectmen appoint one or more positions to fill the vacancy on the FC; the Trustees will vote. Before the vote, he will ask if a non-citizen can vote on the committee. Blythe will bring the proposal to the Selectmen on Tuesday. The Charge will be amended to include the COA in the FC.

Bill thought we should use the idea of killing two birds with one stone with the community.

Janice would like to change the name of COA to Elder and Human Services to reflect the scope of the services provided, which includes children through seniors. She has worked in a joint library/COA building, and found it an excellent combination; she recommends a visit to the Townsend Library/COA.

Wed., June 24, the DS Committee will receive designer applications and will review for recommendation to the Library Trustees.

4. Designer selection

a. Any amendments to Designer RFQ for joint facility. None. Blythe noted that any designer who could handle one could handle the other.

b. Any changes to Designer Selection process/worksheets for joint facility (Designer Selection Committee). Bill will review.

5. Site selection

a. Status of Property RFP. The square footage was calculated based only on the library. Janice and Matthew will merge the COA building program with the Library's and bring the FC a draft.

A Management Plan is needed to spell out operational details, like vacuuming.

b. Discuss Town Counsel comments on Property RFP (if needed). Blythe said the Counsel promised to respond this week to the P&S.

c. Any changes to Property RFP for joint facility. None.

d. Any changes to site selection criteria for joint facility. Postponed.

6. Project schedule: Review/update schedule with COA-related tasks. None.

7. Library Trustees Update. None.

8. Library Director Update. None.

9. Financial Update. The accountant notified Matthew that a state check has arrived, amount unknown by Matthew.

10. Audience Participation. None.

11. Future Meeting Date(s): Wednesday, June 24, 6:30 pm.

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

13. Adjournment. Motion to adjourn was seconded and passed unanimously at 7:30 pm.

Action(s):

- Bill will review changes to the Designer Selection process/worksheets for joint facility (Designer Selection Committee).
- Janice and Matthew will merge the COA building program.

Submitted by Fran Gustman, Secretary

June 11, 2015

Approved July 8, 2015