

Library Feasibility and Designer Selection Committees approved

Minutes, approved

June 24, 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, Kelly McElreath, Steven Rakitin, John Robertson, Jr., William Taylor. Matthew left at 6:50 pm. Kelly left at 7:00 pm.

Not present: Michelle Goodwin, Alan Rosenfield

Visitors: OPM Steve Kirby, Director COA Janice Nowicki, COA Board Member Betty Consigli

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:33 pm.
2. Approve Minutes.

Motion to approve Minutes of June 2 was postponed to the next meeting.

Motion to approve Minutes of June 10 was postponed to the next meeting.

3. Designer selection (Designer Selection Committee)
 - a. Agree on/confirm process (including forms to be used by the committee) for evaluating responses to Designer RFQ, and how COA representative(s) will participate
 - b. Distribute responses to Designer RFQ to Designer Selection Committee

There were four responses to the Designer RFQ, distributed to those present. We will individually rate them and present a final score for the group; Bill suggested taking notes for each characteristic, to translate into a numeric score. The evaluation criteria will come from RFQ. Bill will email the form. Evaluations are due for July 8 meeting. Forms are to be sent to Bill, if not in attendance at the next meeting. PDF versions for three applicants were received.

4. Discussion (if needed) about creation of joint Library/COA Feasibility and Selection committees.

John met with Selectman Ken Picard. An email from Blythe said more representation from the COA was needed on the FC/DC. Selectmen will meet Tuesday, June 30, 6:00 pm (open to public) to approve the new charge and appoint the chosen new members to the Joint FC. The Selectmen

have the option to re-appoint the present members to the joint committee of the FC and EHS; those who do not wish to continue on the newly formed joint committee should contact John.

The Trustees will vote on new FC members and the new charge on July 6.

Per Town Clerk (Kelly), out-of-towners are permitted on the town committees, which allows Janice and Matthew to be voting members on the Library/EHS committee.

Steve will make a spreadsheet to show items designers failed to comply with.

5. Site selection (Library Feasibility Committee)
 - a. Status of Property RFP
 - b. Discuss Town Counsel comments on Property RFP (if needed)

Town Counsel approved the RFP, making some minor changes and establishing when a sale would be finalized. The RFP was posted to the Central Register on June 17.

6. Project schedule (Library Feasibility Committee/Designer Selection Committee): review/update schedule. Add: meeting July 8.
7. Library Trustees Update. None.
8. Library Director Update. None.
9. Financial Update. None.
10. Audience Participation. None.
11. Future Meeting Date(s): Wednesday, July 8, 6:30 pm
12. Other topics not reasonably anticipated by the Chairman 48 hours in advance. Linda and Fran will present a twenty-minute Power Point talk about features of local libraries with populations similar to Upton's.
13. Adjournment. Motion to adjourn was seconded and passed unanimously at 7:15 pm.

Actions:

Bill will email evaluation forms to committee members.

Steve will make a spreadsheet to show items that designer applicants failed to comply with.

Janice will send out copies of the joint Library/COA building plan.

Fran and Linda may visit Townsend Library.

Designer evaluations are due July 8

Submitted by Fran Gustman, Secretary

June 25, 2015

Approved July 8, 2015