



TOWN OF UPTON, MASSACHUSETTS

Upton Library Feasibility Committee Upton Designer Selection Committee

Minutes

Committee: Library Feasibility Committee and Designer Selection Committee

Date: Wednesday, July 8, 2015, 6:30 P.M.

Location: Town Hall Ground Floor Conference Room

Library Feasibility Committee Members

Chairman William Taylor, Vice-Chairman Linda Arthur, Secretary Fran Gustman, 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: all present, plus OPM Steve Kirby and CoA member Betty Consigli. Alan arrived at 7:45 pm.

1. Call meeting to order / review agenda.

The meeting was called to order at 6:34 pm and the agenda reviewed.

2. Approve minutes of June 2, 10, and 24, 2015.

A Motion was approved to accept the Minutes as amended.

3. Designer selection (Designer Selection Committee).

a. Review and rank Designer proposals.

A Motion to interview all four applicants passed unanimously.

b. Set date(s) for Designer interviews.

Designer interviews will be scheduled for Tuesday, July 21, 5 pm to 9 pm or beyond. Sandwiches will be provided. Bill will schedule the applicants: 15-minute presentation, 30 minutes of questions and 15 minutes of discussions.

c. Determine who will call Designer references.

Two references and one non-reference will be called prior to interviews by: Kelly: LLB, Linda: Abacus, Steve: Tecton, Matthew: King.

Bill will send out Steve's recommended questions. Other questions will be sent to Fran, who will consolidate them and send them to the group.

p. 2

4. Update on creation of joint Library/COA Feasibility and Selection committees.

On June 30, Bill, Matthew, and John R. met with Selectmen to create a Charge to the Joint Committee. On July 6, the Library Trustees approved the Charge and appointed four members to the new committee: Linda Arthur, Fran Gustman, Steven Rakitin, and Alan Rosenfield. Matthew will contact Leah Hagen to replace Michelle's spot. The Selectmen are expected to appoint Kelly McElreath, Bill Taylor, Janet Nowicki, and Betty Consigli.

Selectmen will vote August 3 on the appointments and new Charge. Until then, Selectmen have instructed the existing Library Feasibility Committee to continue its work.

Designer Selection Committee will make a recommendation to Library Trustees, the appointing body. Kelly will verify with Blythe that Selectmen are comfortable approving the recommendation from the members of the present committee. The Trustees might then dissolve the Library FC. Kelly will swear in the new appointments during a committee meeting.

5. Site selection (Library Feasibility Committee). Notification of parties who may want to submit a proposal.

July 31 is the deadline for proposals. Blythe has offered to help owners fill out the forms.

The following private sites have been looked into: Pedersen is completing the paperwork; St. Gabriel's is not interested; the property near Gasco is possible, with \$10,000 in unpaid tax bills; 149 Main may have been bought by a developer—Bill will check; Harvey Trask, owner of a property on Mendon St., is in the hospital and the land he offered to donate in the past was not attractive.

Matthew will advertise on the Upton Daily for other properties.

Kelly will check with Blythe to see if we can solicit land after the RFP is posted.

6. Project schedule (Library Feasibility Committee/Designer Selection Committee). Review/update schedule. Interviews, Tuesday, July 21, 5-9 pm and later, as necessary.

7. Library Trustees Update. Library Trustees approved the Charge and reappointed 4 members. Matthew will contact Leah Hagen to replace Michelle Goodwin on the committee.

8. Financial Update.

OPM fees are averaging \$1,072.92/month. The contract specifies particular actions are included in the \$13,000; other items are charged hourly. Steve will email a spreadsheet showing what is included in the \$13,000; he has agreed to flag additional large costs ahead of time. Steve estimates a bill of \$1,300 this month. We will attempt to consolidate items of interest to the OPM at each meeting. Jon L. may stop reviewing sessions with Steve in order to reduce costs.

CoA will be charged by the hour.

Mary Braney has not yet presented a bill for the \$5000 still owed to her.

9. Library Director Update.

Matthew reported on two approaches to the joint building program: one, a "Shared" building, where the library and CoA (currently 35x35 sf) would have separate wings, with shared spaces in the middle, such as classrooms and assembly spaces; two, a community center with a "Merged" building, blending physical spaces, staff, and services. The "merged" concept would provide greater space efficiency but presents a challenging management plan. Safety concerns were raised by Alan. Matthew would like input from the committee.

10. Audience participation. None.

p. 3

11. Future meeting date(s). Interviews, Tuesday, July 21, 5-9 pm and later, as necessary.

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

Bill will write a thank-you letter to Michelle for her service as Chairman and sign on behalf of the committee.

13. Adjournment. A Motion was passed unanimously to adjourn at 8:34 pm.

Actions:

Bill will schedule the applicants for the designer interviews on July 21.

Matthew will order sandwiches from Country Souper.

Matthew will contact Leah Hagen to replace Michelle Goodwin on the Joint Feasibility Committee.

Bill will send out Steve's designer interview questions. Those who have additional questions will send them to Fran, who will consolidate them and send them on to the group.

Kelly will verify with Blythe that the Selectmen are comfortable approving the recommendation from the current committee.

Bill will check to see if 149 Main has been bought by a developer.

Matthew will post an advertisement for sites in the Upton Daily.

Kelly will check with Blythe regarding soliciting land after the RFP is posted.

Members will send input to Matthew on the concept of "shared" vs. "merged" buildings.

Bill will write a thank-you letter to Michelle for her service as Chairman and sign on behalf of the committee.

Submitted by

Fran Gustman, Secretary

July 9, 2015

Approved August 12, 2015