



TOWN OF UPTON, MASSACHUSETTS

Upton Library/COA Feasibility Committee

Upton Designer Selection Committee

Minutes

Committees: Library/COA Feasibility and Designer Selection

Meeting Day, Date, Time: Thursday, July 30, 2015, 7:00 PM

Location: Little Town Hall, Town Hall

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 Chairman William Taylor, Vice-Chairman Linda Arthur, Secretary Fran Gustman, Kelly McElreath, Steven Rakitin, Alan Leslie Rosenfield, Esq.

Adjunct Member: Library Director Matthew Bachtold

Library-CoA Feasibility Committee Members

Chairman William Taylor, Vice-Chairman Linda Arthur, Secretary Fran Gustman, Kelly McElreath, Steven Rakitin, Alan Leslie Rosenfield, Esq., Robert Fleming (arrived 8:43, left 9:17), Janice Nowicki, Leah Hagen

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

Also present: Steve Kirby, OPM

Absent: Janice Nowicki

1. Call meeting to order / review agenda. The meeting was called to order at 7:00 pm.
2. Swear-in members of Library/COA Feasibility Committee. The following were sworn in by Town Clerk, Kelly McElreath, as members of the Joint Library/COA Feasibility Committee: Linda Arthur, Robert Fleming, Fran Gustman, Steven Rakitin, Alan Rosenfield, William Taylor, Leah Hagen. Janice Nowicki and Kelly McElreath will be sworn in at a later date.
3. Elect officers of Library/COA Feasibility Committee. The following were elected as officers of the Library/COA Feasibility Committee: William Taylor, Chairman, Linda Arthur, Vice Chair, Fran Gustman, Secretary.
4. Review Library/COA Feasibility Committee Charge (Library/COA Feasibility Committee).

Tecton was chosen to recommend to the Library Trustees and Selectmen as Designer, with LLB ranked number 2, and Abacus number 3.

Kelly will research the ability of adjunct members to vote when there is no quorum.

5. Site Selection (Library/COA Feasibility Committee)
 - a. Review RFPs for Land for Library.
Pedersen: application complete. \$750,000, 6.9 acres with driveway on Main St., 108 ft.

frontage. Steve: Doug Kenniston offered to donate an acre abutting Pedersen.

Maplewood Cemetery: environmental report missing, number of copies deficient, 5 acres plus are available to lease for \$900/mo., for 99 years. John reported the site is on Victoria Drive and Maple Avenue, on a rise; piece for access is owned by the town; sewerage leads from the BV Tech to the sewerage plant.

Bob: 145 Main St., French Door Co., 9 acres available, 175 ft. frontage; town has 20+ acres for land swap; contamination possible.

3 Centennial Dr.: incomplete application, no frontage on Main St., 300 ft. on Centennial Ct., barn demolition has been delayed.

Site across from Gasco: Matthew: no application made; we can still pursue it.

Site specifications: 1 acre is the minimum size; 5 acres would be ideal. MBLC specifies 40 parking spots for library, more than 40 for CoA.

- b. Review list of town-owned parcels. Bill will send out information on the 13 town-owned sites. Kelly suggests ranking the properties.
- c. Review site selection criteria/process for reviewing/recommending sites. Bill will send out a list of site-selection criteria.

6. Designer Selection

- a. Update Library/COA Feasibility Committee on ranking of designers and proposed designer recommendation to Library Trustees (Designer Selection Committee). Four respondees were interviewed on July 21 and Tecton was first choice, with its principal having worked on fifty libraries. Tecton must send in its missing addendum before the August 3 Trustees meeting. The Procurement Officer is authorized to negotiate the contract. Matthew and Blythe will send the letter to all applicants, stating that Tecton was chosen and others would be contacted if that fell through. Designer evaluation sheets are to be given to Bill and Kelly will file them.
- b. Vote of Library/COA Feasibility Committee on support for Designer Selection Committee recommendation (Library/COA Feasibility Committee).

A Motion was approved unanimously that the Designer Selection Committee recommend three finalists to provide designer services to the Board of Selectmen and the Library Board of Trustees, in this order: 1) Tecton Architects, 2) LLB Architects, and 3) Abacus Architects and Planners.

- c. Discussion/decision on scope of services to be included in contract with designer (Library/COA Feasibility Committee).

Blythe will use Matthew's description on scope of services as a guide to her contractual negotiations with the Designer. The description was reworded to say that the "Architect will produce conceptual floor plans for examination by this committee."

According to Matthew, it is difficult to get clear guidelines from MBLC. Matthew wants to send the program to Rosemary Walthos before submitting it formally; he notes that a management plan will be required by the MBLC.

- 7. Project schedule (Library/COA Feasibility Committee). Review/update schedule as needed. See below.
- 8. Approve minutes of July 21, 2015 (Designer Selection Committee). Postponed. July 8 minutes must also be approved.
- 9. Audience participation. None.

10. Future meeting date(s). Wednesday, August 5, 7 pm, for site selection work to reduce number of options.
 11. Other topics not reasonably anticipated by the Chairman 48 hours in advance. None.
1. Adjournment. A motion was passed unanimously to adjourn at 8:40 pm.

2. Actions:

Janice Nowicki and Kelly McElreath must be sworn in.

Kelly will research the ability of adjunct members to vote when a quorum is not present.

Bill will send out information on the 13 town-owned sites.

Bill will send out a list of site-selection criteria.

Tecton must send in its missing addendum before the August 3 Trustees meeting.

Matthew and Blythe will send out the letter to all applicants, stating that Tecton was chosen and others would be contacted if that fell through.

Designer evaluation sheets are to be given to Bill. Kelly will file them.

July 8 and July 21 minutes will be approved at the meeting August 5.

Submitted by Fran Gustman, Secretary

August 12, 2015

Approved August 12, 2015