

Wayland Public Library Board of Library Trustees with Council on Aging Meeting Minutes – January 23, 2012 – Town Building

Present:

Library Director, A. Knight; Trustees: A. Gennis (chair), N. Jahnke, S. Cartwright, L. Lipcon, A. Heller. Council on Aging Director, J. Secord; Board: B. Soule (chair), B. Sterling, H. Onello, B. Willard, and D. Yurkofsky. S. Light, C. Martin. Selectwoman, S. Pope. Town Administrator, F. Turkington. Public Buildings Director, J. Moynihan.

Call to Order: 6:04 p.m.

Discussion of RFP scope of services for space utilization and site concept plans for joint WPL/CoA facility at Town Center municipal parcel. Need the plan to be tailored to fit the constraints of the pad. If that is not possible, need to understand what changes would be necessary (additional land, height variance, etc.) for the plan to be workable.

RFP went out Jan.5 with bids due by Jan. 26. It was suggested that the selected firm be advised that the firm may be hired for the next phase. Once a firm is selected, it will be important to convey our desire to replicate some aspect of the current library building. Check point meetings will be built in so that we do not get to the end of the \$15,000 expenditure with unknowns.

Designation of members of each committee to participate in selection of firm A. Knight, A. Gennis and A. Heller will represent the library. J. Secord, B. Sterling and one TBD will represent the CoA. They will work with Turkington and Moynihan to interview and select a firm. Moynihan will provide criteria against which to evaluate the candidates. Selection expected to be completed by Feb. 10th/ 12th. There will be a few scheduled meetings to review work of design firm. Upon completion of this plan, Turkington will ask for preliminary readings from Conservation Commission and Planning Board before filing for application of the deed. When a solid, viable plan is in place, it will be presented to the Board of Selectmen, Finance Committee, Conservation Commission and Planning Board for final approval. The Permanent Municipal Building Committee would then join the effort going forward and form this facility's building committee with WPL, CoA and at-large representation.

Discussion project schedule If a firm is engaged by early February, we can expect this project to be completed by late April. By that time, we will have a sense of whether a joint facility can be accommodated on the Town Center site as is or what zoning changes and permits would be required. If the plan is workable, Turkington suggests that a request could be submitted in October 2012 for \$150K to \$300K at the April 2013 Annual Town Meeting with funds used to bring the conceptual plan to schematic design and cost estimation. His aim would then be to ask for an appropriation to complete bid packages, construction documents in April 2014 and construct the building. This outlined timeline could mean a 2016 opening of a new joint facility.

Knight will research the current status of state grant money that might offset some of the cost of the library portion of the project.

Adjourned at 6:45 p.m.

Respectfully submitted by Lynne Lipcon.