

# **Gloucester Lyceum and Sawyer Free Library Building Committee**

Minutes for Meeting: November 2, 2016 at 4:00 p.m.

Sawyer Free Library Workroom

## **Present:**

Deborah Kelsey, Paul McGeary, Fran Aliberte, Peter Feinstein, Joe Taormina, Meredith Fine, Fred Cowan

## **Also Present:**

Owner's Project Manager: Knight, Bagge & Anderson, Inc. –Alex Corbett

Meeting Called to Order: 4:00 p.m.

Meeting Adjourned: 5:20 p.m.

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P. Feinstein convened the meeting at 4:00 p.m. This meeting was held to review project schedule, LEED goals, public outreach and fundraising strategy.

## **Approval of Minutes**

P. Feinstein recommended the vote for approval of the October 26, 2016 Meeting Minutes.

**VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to approve minutes from the October 26, 2016 Library Building Committee Meeting. Motion carried 7-0-0.**

## **Project Schedule**

A. Corbett began by reviewing an updated project schedule. The schedule provided a three month look-ahead forecasting specific due dates for document submissions. General discussion ensued regarding roles and responsibilities of the Building Committee and the Project Team.

## **LEED Goals**

A. Corbett continued by reviewing sustainability goals for the new building design, specifically related to LEED certification. General discussion ensued regarding the pursuit of LEED accreditation and the benefits of a LEED building for the environment as well as Gloucester's Green Community.

Following discussion, P. Feinstein recommended a vote to authorize Dore & Whittier and Oudens Ello to pursue a building design that strives to achieve the highest level of LEED possible.

**VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to authorize the pursuit of a building design that achieves the highest level of LEED possible. Motion carried 6-0-1.**

### **Public Outreach and Fundraising**

Committee Members continued by discussing strategy related to public outreach and how to garner public support. Committee Members generally agreed to hosting a community meeting in early January to showcase the project. Leading up to that meeting, collaboration will take place between the building project team and the Public Relations Committee to raise awareness of the Library Board's intent for a new library. C. Armstrong will be asked to attend the next Building Committee meeting.

General discussion ensued regarding updates to the fundraising strategy. A. Corbett indicated that a general project funding outline will need to accompany the Construction Grant Application. M. Fine will continue to build a fundraising committee and will explore possible funding options.

### **Next Steps**

The next meeting date was scheduled for November 16, 2016 at 8:00 a.m.

### **Adjournment**

**VOTE: Mr. Peter Feinstein motioned; Mr. Paul McGeary seconded; voted unanimously to adjourn the meeting at 5:20 p.m. The motion carried 7-0-0.**

*Minutes respectfully submitted by Knight, Bagge & Anderson  
Owner's Project Manager*

### **Meeting Handouts**

- Agenda for November 2, 2016 attached with Minutes from the October 26, 2016 Committee Meeting
- Project Schedule
- Roles and Responsibilities Worksheet