

Gloucester Lyceum and Sawyer Free Library Building Committee

Minutes for Meeting: March 30, 2016 at 2:00 p.m.

Saunders House Conference Room

Present:

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

Also Present:

Owner's Project Manager: Knight, Bagge & Anderson, Inc - Kevin Buckley, Alex Corbett

Meeting Called to Order: 2:00 p.m.

Meeting Adjourned: 3:30 p.m.

M. Fine convened the meeting at 2:00 p.m. This meeting was held to review project updates and designer selection procurement.

K. Buckley began by confirming that KBA will create and post future agendas, as well as record all meeting minutes.

D. Kelsey continued by reviewing meeting notes from the recently attended MBLC Informational Session. General information between Committee members was discussed including eligibility requirements, milestone dates, and state funding/reimbursement rates. D. Kelsey indicated that the Massachusetts Board of Library Commissioners (MBLC) will review applications and prioritize projects based on the needs of current facilities.

Milestone dates that were discussed included:

- Letter of Intent Submission – October 7, 2016
- Schematic Design Due – November 2016
- Action Plan Updates – December 2, 2016
- Application Due – January 26, 2017

KBA proceeded to review the Request for Qualifications that was made available to the public on March 30, 2016. A. Corbett indicated that a briefing session will be held at the library on April 6, 2016 at 11:00am and that responses to the RFQ are due on April 20, 2016 at 11:00am. KBA will facilitate the review of the responses along with the Designer Selection Committee (DSC) formed by Building Committee members. General discussion ensued regarding Designer qualifications and services intended in order to complete a Schematic Design.

M. Fine questioned the role of the City during the Schematic Design process. M. Fine indicated that the City has offered to assist the Committee in procuring a Designer. Moving forward, City Administrators will be kept informed throughout the process with detailed communication starting as project funding begins to take place.

M. Fine indicated that a meeting of the Library Corporation is scheduled for May 9, 2016 and requested that KBA and the selected Designer attend to introduce the project. M. Fine also mentioned that a marketing team will be hired in the near future to provide outreach and gather feedback and support from the Community for the library and library project.

The next Building Committee meeting was preliminarily scheduled for April 27, 2016 at TBD.

The meeting was adjourned at 3:30 p.m.

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