

Gloucester Lyceum and Sawyer Free Library Building Committee

Minutes for Meeting: May 4, 2016 at 10:30 a.m.

Byers-Davidson Room

Present:

Deborah Kelsey, Paul McGeary, Peter Feinstein, Fran Aliberte, Fred Cowan

Also Present:

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

Meeting Called to Order: 10:30 a.m.

Meeting Adjourned: 11:15 a.m.

P. McGeary convened the meeting at 10:30 a.m. This meeting was held to select a Designer based on interviews held earlier in the day.

Appointing of Chair and Co-Chair

D. Kelsey began by suggesting that the Committee appoint a Chairperson and Co-Chairperson for the project. Following general discussion, Committee Members nominated P. Feinstein for the role of Chairperson and P. McGeary as Co-Chairperson.

VOTE: **Mr. Fred Cowan motioned. Mr. Fran Aliberte seconded; voted unanimously to appoint P. Feinstein and P. McGeary as Chair and Co-Chair respectively. Motion carried 5-0-0.**

Approval of Minutes

P. Feinstein recommended the vote for approval of the April 27, 2016 Meeting Minutes.

VOTE: **Mr. Fran Aliberte motioned. Mr. Paul McGeary seconded; voted unanimously to approve minutes from the April 27, 2016 Library Building Committee Meeting. Motion carried 5-0-0.**

Review of Designer Interviews

General discussion ensued regarding presentations made by LLB Architects and Dore & Whittier Architects. Each Committee Member was given an opportunity to discuss their thoughts on the Designer presentations. Following deliberations, a motion was made to select Dore & Whittier Architects as the preferred Designer for the Gloucester Lyceum and Sawyer Free Library Project.

VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to select Dore & Whittier Architects as the project's preferred Designer. Motion carried 5-0-0.

Next Steps

KBA will contact the firms who submitted qualification packages to inform them of the Building Committee's decision. KBA will aid in the development of a Designer contract. A project kick-off meeting was scheduled for Wednesday, May 25, 2016 at 1:00 p.m. to formally introduce the Designer to the Committee and to develop a work plan and project schedule.

Adjournment

VOTE: Mr. Paul McGeary motioned; Mr. Fran Aliberte seconded; voted unanimously to adjourn the meeting at 11:15 a.m. The motion carried 5-0-0.

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

Meeting Handouts

- Agenda for May 4, 2016 attached with Minutes from the April 27, 2016 Committee Meeting