

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

Minutes for Meeting: June 1, 2016 at 1:00 p.m.

Byers-Davidson Room

## **Present:**

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

## **Also Present:**

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

Architect: Dore & Whittier Architects, Inc. – Brad Dore

Architect: Oudens Ello Architecture – Matthew Oudens

Meeting Called to Order: 1:00 p.m.

Meeting Adjourned: 2:52 p.m.

---

P. Feinstein convened the meeting at 1:00 p.m. This meeting was held to introduce the Design Team, approve OPM invoicing, and discuss project goals and schedule.

## **Approval of Minutes**

P. Feinstein recommended the vote for approval of the May 4, 2016 Meeting Minutes.

**VOTE:            Mr. Fred Cowan motioned. Ms. Deborah Kelsey seconded; voted unanimously to approve minutes from the May 4, 2016 Library Building Committee Meeting. Motion carried 7-0-0.**

## **Discussion on Designer Contract**

A. Corbett began by reviewing the status of Designer contract execution. A. Corbett indicated that the contract has been reviewed by KBA and forwarded to M. Fine. General discussion ensued regarding specific language outlined in Dore & Whittier's contract. M. Fine produced a list of questions that require responses from the Project Team. M. Fine indicated that the Library Board has authorized approval and execution of Dore & Whittier's contract once contractual language is finalized. A. Corbett will forward the draft contract to the Building Committee for review.

## **Review of Total Project Budget**

A. Corbett continued by reviewing the total project budget for Phase I (Feasibility / Schematic Design). A. Corbett mentioned that Dore & Whittier's fee is broken up into a fee for basic services and a fee for additional services, both of which are outlined in the Designer contract. The additional service fees will be used as an allowance, with work only commencing by Committee authorization.

### **Review of OPM Invoice #1**

A. Corbett proceeded to review OPM Invoice #1 for OPM services taking place from March 30, 2016 to May 21, 2016. Following review, M. Fine made a recommendation to the Building Committee to approve OPM Invoice #1 for the amount of \$9,750.00.

**VOTE: Ms. Meredith Fine motioned. Mr. Fran Aliberte seconded; voted unanimously to approve OPM Invoice #1 for the total amount of \$9,750.00. Motion carried 7-0-0.**

General discussion ensued regarding the invoice approval process moving forward. It was determined that the Building Committee will vote and approve payment of Designer and OPM invoices. Once approved, all invoices will be given to M. Fine for signature and authorization of payment by the Library Board.

### **Designer Introductions and Project Review**

B. Dore and M. Oudens proceeded by introducing themselves and explaining the process in which they anticipate the project to follow. The Building Committee confirmed that D. Kelsey should be the main contact between the Library and the Project Team. KBA will handle the main communication and coordination between the Building Committee and the Project Team.

General discussion ensued between Committee Members regarding project budget and public outreach goals. B. Dore mentioned that determining the project budget at the onset of the process is paramount. B. Dore confirmed that the Project Team will aid in the public outreach process.

M. Oudens continued to review the work plan and strategy for programming and conceptual design. M. Oudens indicated that a review of the Library Program and space needs will help determine the size and scope of the project.

KBA presented a preliminary project schedule that will help track phases, milestones, and submittal dates to the Building Committee and the MBLC.

### **Next Steps**

The Design Team will continue to review the Library Program and begin existing conditions analysis.

The next meeting was preliminarily scheduled for June 13, 2016 at 1:00pm. OEA will confirm availability.

It was confirmed that meetings would be held on the first and third weeks of each month. General agreement was reached upon Wednesdays, as the preferred day to meet.

## **Adjournment**

**VOTE: Ms. Meredith Fine motioned; Mr. Fran Aliberte seconded; voted unanimously to adjourn the meeting at 2:52 p.m. The motion carried 7-0-0.**

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

## **Meeting Handouts**

- Agenda for June 1, 2016 attached with Minutes from the May 4, 2016 Committee Meeting
- Total Project Budget
- Project Invoices
- KBA Project Schedule