

Gloucester Lyceum and Sawyer Free Library Building Committee

Minutes for Meeting: August 17, 2016 at 1:00 p.m.
Sawyer Free Library Workroom

Present:

Deborah Kelsey, Peter Feinstein, Fran Aliberte, Joe Taormina, Fred Cowan

Also Present:

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

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

Meeting Adjourned: 2:30 p.m.

P. Feinstein convened the meeting at 1:00 p.m. This meeting was held to review general project progress.

Project Updates

P. Feinstein began by updating Building Committee Members on recent events of the Library Working Group meeting held on August 5, 2016. A. Corbett indicated that revised programmatic spaces and adjacencies were developed.

P. Feinstein continued by describing a re-designed meeting schedule to maximize the project's efficiency. This new schedule includes bi-weekly Working Group Meetings, weekly conferences with D. Kelsey, and monthly Building Committee Meetings. KBA reviewed anticipated dates for the next three months.

General discussion ensued regarding the project's schedule and the desire for more progress. A. Corbett discussed future milestone dates including upcoming public forums and Library Board Meetings. F. Aliberte suggested coordination with C. Armstrong as the public forum date approaches.

General discussion continued regarding the project's total budget as well as estimated construction costs, should construction begin in 2018. A. Corbett reiterated the need to maintain conservative yet accurate hard and soft costs in order for the project to remain successful. P. Feinstein discussed the need for development of fundraising strategies.

Approval of Minutes

P. Feinstein recommended the vote for approval of the August 3, 2016 Meeting Minutes.

VOTE: **Mr. Peter Feinstein motioned. Mr. Fred Cowan seconded; voted unanimously to approve minutes from the August 3, 2016 Library Building Committee Meeting. Motion carried 5-0-0.**

Next Steps

The next meeting was scheduled for September 14, 2016 at 1:00pm.

Dore & Whittier and Oudens Ello will work on diagrammatic floor plan layouts based on the revised library program.

Dore & Whittier will provide a draft existing conditions report.

Adjournment

VOTE: Mr. Fred Cowan motioned; Mr. Peter Feinstein seconded; voted unanimously to adjourn the meeting at 2:30 p.m. The motion carried 5-0-0.

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

Meeting Handouts

- Agenda for August 17, 2016 attached with Minutes from the August 3, 2016 Committee Meeting
- Three Month Look Ahead Schedule