

Gloucester Lyceum and Sawyer Free Library Building Committee

Minutes for Meeting: October 26, 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 – Kevin Buckley, Alex Corbett

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

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

Meeting Adjourned: 5:25 p.m.

P. Feinstein convened the meeting at 4:00 p.m. This meeting was held to review project progress, local approval goals, and project invoices.

Approval of Minutes

P. Feinstein recommended the vote for approval of the October 13, 2016 Meeting Minutes.

VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to approve minutes from the October 13, 2016 Library Building Committee Meeting. Motion carried 5-0-2.

Project Updates

P. Feinstein began by reviewing general project updates. P. Feinstein indicated that a group of Building Committee and Project Team members attended a mandatory MBLC Workshop at the Shrewsbury Public Library on October 24, 2016. P. Feinstein also mentioned that an arborist had been on-site to assess the health and condition of the existing Beech tree. B. Dore will request a report from the arborist.

M. Fine continued by discussing the City approval process. M. Fine and F. Aliberte confirmed that they would be meeting with the Mayor on October 27th to discuss the project. As part of the MBLC submission, the Library will need a vote by the City Council and authorization by the Mayor's Office to accept the project's schematic design and the expenditure of State funding.

Building Committee Members agreed that meetings should be held with other City officials prior to the anticipated City Council vote on November 22, 2016 to discuss the local actions and approval process.

Design and Financing Plans

B. Dore continued by reviewing the project's schematic design. Committee Members confirmed that Option B2 should be pursued based on the vote of the Building Committee and Library Board.

General discussion ensued regarding the project's decision making process. M. Fine confirmed that the role of the Building Committee is to review the building project and make recommendations to the Library Board. The Library Board will have final approval and authorization. M. Fine asked that a presentation be made to the Library Board in December.

B. Dore proceeded to review a revised milestone schedule which outlined deliverables required by the MBLC for the Grant Application due on January 26, 2016. As part of the submission, the Library will be required to detail their project funding strategy. Committee Members discussed potential options for obtaining the necessary funding.

Review of Project Invoices

D. Kelsey proceeded to review project invoices. D. Kelsey made a recommendation to the Building Committee to approve Designer Invoice #1 for the amount of \$56,132.84.

VOTE: Mr. Peter Feinstein motioned. Mr. Fred Cowan seconded; voted unanimously to approve Designer Invoice #1 for the total amount of \$56,132.84. Motion carried 7-0-0.

D. Kelsey made a recommendation to the Building Committee to approve OPM Invoice #2 for the amount of \$9,250.00.

VOTE: Mr. Peter Feinstein motioned. Mr. Fred Cowan seconded; voted unanimously to approve OPM Invoice #2 for the total amount of \$9,250.00. Motion carried 7-0-0.

Next Steps

The next meeting date was scheduled for November 2, 2016 at 4:00 p.m.

Adjournment

VOTE: Mr. Peter Feinstein motioned; Mr. Fran Aliberte seconded; voted unanimously to adjourn the meeting at 5:25 p.m. The motion carried 7-0-0.

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

Meeting Handouts

- Agenda for October 26, 2016 attached with Minutes from the October 13, 2016 Committee Meeting
- Total Project Budget and Project Invoices
- Dore & Whittier Memorandum
- Draft Local Actions Letter to the Mayor's Office