

Gloucester Lyceum and Sawyer Free Library Building Committee

Minutes for Meeting: April 27, 2016 at 3:30 p.m.
Saunders House Conference Room

Present:

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

Also Present:

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

Meeting Called to Order: 3:30 p.m.

Meeting Adjourned: 5:25 p.m.

M. Fine convened the meeting at 3:30 p.m. This meeting was held to review and evaluate Designer qualification packages for the Gloucester Lyceum and Sawyer Free Library Project.

M. Fine reminded the Committee that the Library's Annual Meeting will be taking place on May 9, 2016 at 7:00pm. It was confirmed that KBA and the selected Designer will not attend.

Approval of Minutes

M. Fine recommended the vote for approval of the March 30, 2016 Meeting Minutes.

VOTE: Ms. Deborah Kelsey motioned. Mr. Fran Aliberte seconded; voted to approve minutes from the March 30, 2016 Library Building Committee Meeting. Motion carried 6-0-1.

Review of Designer Qualifications

General discussion ensued regarding the qualification packages that were received by the Committee on April 20, 2016. Committee Members took turns discussing their thoughts and opinions on each package.

Following deliberations by the Committee, it was determined that two firms would be selected for interviews. M. Fine recommended the vote to conduct Designer interviews with Dore & Whittier Architects and LLB Architects.

VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to conduct interviews with Dore & Whittier Architects and LLB Architects. Motion carried 7-0-0.

Next Steps

Designer interviews will begin at 8:00am on Wednesday, May 4, 2016. LLB Architects will present at 8:00am followed by Dore & Whittier Architects at 9:30am. Interviews will be held at the Library. Each firm will have forty-five minutes to present, followed by fifteen minutes of questions from the Committee. Three recommended talking points were developed by the Committee and will be emailed to each firm prior to May 4, 2016.

Adjournment

VOTE: Mr. Paul McGeary motioned; Ms. Meredith Fine seconded; voted unanimously to adjourn the meeting at 5:25 pm. The motion carried 7-0-0.

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

Meeting Handouts

- Agenda for April 27, 2016 attached with Minutes from the March 30, 2016 Committee Meeting
- Designer Evaluation Forms (KBA)