

**Library Facility Needs Assessment Committee
(LFNAC)
September 2, 2009
7:00PM
Town Hall
Meeting Minutes**

LFNAC Members Present: Mary Anne Antonellis, Martha Field, Dale Houle, Weezie Houle, Michele Regan-Ladd, Karen Traub, Lori Tuominen,
Absent: None
Guest: Mark Sullivan, D.A. Sullivan & Sons, Inc.
Becky Torres
Jeff Quackenbush

Meeting called to order at 7:05PM

1. Minutes – postponed approval of minutes until next meeting.
2. Review applications for Design Services –
LFNAC received applications from 14 firms in response to the RFQ for Design Services. Committee members had reviewed individually all applications prior to the meeting. The committee discussed the qualifications and attributes of each of the firms and rated them using guidelines from "Model Designer Selection Procedures for Municipalities and Other Local Public Agencies".
Four firms were selected for the short list to be invited for interviews:
 - Oudens Ello Architecture
 - Margo Jones Architects
 - Drumey Rosane Anderson, Inc (RDA)
 - Johnson Roberts Associates, Inc.
3. Set times for interviews -
Sept. 21 and Sept. 23, Interviews at 7PM and 8PM each evening, Town Hall
Interviews will last 45 minutes with a 30 minute presentation by the firm and 15 minutes for questions. Mark will draft and send invitation letters to the firms for interviews.
The firms will be asked to speak to the following items at the interview:
 - Availability of firm/communication process, etc.
 - Identify core design team/actual individuals who will design the project
 - Uniqueness of library design
 - LEED certification process
 - Experience with small towns and small budgets
 - Collaboration style with respect to very 'hands-on' building committee
 - Why would you be a good match for Shutesbury?
4. Process for reference checking of short list candidates:

Reference checks will be done prior to the interviews. Weezie, Lori, Karen, Mary Anne and Mark will handle reference checks.

5. Warrant article for special town meeting in October – removed from agenda
6. Next steps – see above
7. Updates and Announcements:
Survey of Lot 032 estimates:
 Daniel Werner of Colrain, \$3800
 Harold Eaton & Associates of Hadley, \$7800
 Hired Daniel Werner
8. Next meeting date
Monday, September 21, 2009, 6:45PM, Town Hall
Wednesday, September 23, 2009, 7PM, Town Hall

Meeting adjourned: 9:20PM

Respectfully submitted,
Martha Field