

## Shutesbury Library Building Committee Meeting Minutes

September 6, 2022

### Present

Shutesbury Library Building Committee (SLBC): Mary Anne Antonellis, Elaine Puleo, Dale Houle, Jeff Quackenbush, Stephen Dallmus, Molly Moss, Penny Jaques

Absent: Brad Foster

Guest: April Stein

Massachusetts Board of Library Commissioner (MBLC), Library Building Specialist: Lauren Stara

Meeting opened at 7:02 pm

### Committee Housekeeping

Antonellis reviewed several housekeeping topics: the committee will meet via ZOOM, members should remain muted when not speaking, committee members must be sworn in by Town Clerk. Antonellis reminded the group that this is a town committee and we operate under Open Meeting Law. All discussions are recorded. A quorum of members cannot discuss a topic outside of a posted meeting, in person or via email.

Puleo recommended that public comments be taken for 10 minutes at the beginning of each meeting. If a comment is on a topic that is not on the meeting agenda, it cannot be discussed during the meeting but will be addressed at the next meeting. The committee agreed.

### Introductions

- Mary Anne Antonellis: M.N.Spear Memorial Library Director
- Elaine Puleo: 31 years in town, has served on School Committee, Select Board, Finance Committee, Recreation Committee. Held leadership roles in her UMASS department.
- Stephen Dallmus: Rebuilt a Lake Wyola camp and became a permanent resident in 2019. Also serves on Building Committee. Retired after 40 years as private home and building inspector.
- Jeff Quackenbush: 25 years in town, retired UMass Facilities Project Manager. Also serves on Building Committee and Assessors Board.
- Dale Houle: Long term resident - former Library Trustee, served on Fire Department, and served on Library Facility Needs Assessment Committee during last library project.
- Molly Moss: New comer to Town at 14 years. former Library Trustee. She has worked in libraries for 30+ years.
- Penny Jaques: 35 years in town, served 20+ years on Conservation Commission, currently Open Space Committee chair and member of Friends of the Library.
- Brad Foster: Library Trustee representative
- Lauren Stara: registered architect and librarian, pleased to combine both skill sets in her position with MBLC.

### Charge of the Shutesbury Library Building Committee

Antonellis reviewed the Committee's Charge: the SLBC will oversee the design and construction of the new Shutesbury Library, including selecting professionals and engaging the community during the process. The full charge may be seen on the Library website:

<https://drive.google.com/file/d/1HFfa-b1K9K8LcrJdhMIGTSwHbllqOXCy/view>

Our first tasks are to elect officers and select a professional Owner's Project Manager.

## **Election of Officers**

Committee Chair - Chair will run meetings. Antonellis nominates Puleo and Puleo accepts. Puleo has chaired the Select Board and served on the School Committee and Finance Committee. She has experience running meetings. Seconded by Houle. Roll call vote: Dallmus-yes, Moss-yes, Jaques-yes, Quakenbush-yes, Antonellis-yes, Houle- yes, Puleo-yes.

Clerk - Clerk will take minutes and provide to committee prior to next meeting. Jaques nominates herself for Clerk stating that she served as secretary of the Conservation Commission for 10 years and was the record-keeper in her position as Grad Program Manager at UMass for 23 years. Roll call vote: Moss-yes, Dallmus-yes, Puleo-yes, Quakenbush-yes, Antonellis-yes, Houle-yes, Jaques-yes

**Overview of Small Library Pilot Project** Antonellis recapped the timeline for the Small Library Project: In April 2021 MBLC announced the Small Library Pilot Project, designed to assist one town with fewer than 2000 people to build a new library. Sixty towns were eligible, four towns submitted Letters of Intent and Shutesbury was chosen in April 2022. The goal is to complete construction in approximately two years.

The MBLC created the Small Library Pilot Project to acknowledge that the regular Massachusetts Public Library Construction Program (MPLCP) is onerous for small towns. The Small Library Pilot Project comes with a higher reimbursement rate and provides more professional guidance from the MBLC. Stara, MBLC construction specialist, added the grant is designed to be true collaboration between the MBLC and the Town. MBLC will be involved throughout the design and construction process. Antonellis will submit monthly reports through the end of project. Stara will attend our meetings and be present for quarterly site visits after ground breaking.

**Regular meeting time and Listening Sessions** Antonellis asked the committee to commit to meeting every other Tuesday evening. The Committee agreed to the proposed schedule.

During the Comments period at the beginning of each meeting, comments will be accepted from the public but if topics are not on the agenda or have not been previously discussed, they will be responded to at the next meeting.

Periodic Listening Sessions will be held to update interested residents. These will be open to questions and comments - if the questions have already been discussed the committee can elaborate or it can research and respond at the next meeting. As a reminder the committee can have no discussions between meetings on issues. Puleo has submitted a newsletter article to Our Town newsletter describing this process.

## **Owners Project Manager & Request for Qualifications**

The SLBC must develop and post a Request for Qualifications (RFQ) for the Owner's Project Manager (OPM). The OPM is a professional who meets state qualifications to represent the Applicant from predesign through post construction by providing independent advice on all aspects of a building project. The state requires an OPM for any project estimated to cost \$1.5 million or more. The OPM's RFQ will be posted on the State's Central Register. Quackenbush is

working with Antonellis to develop the RFQ's Scope of Services. He recommended reviewing the recent RFQ for Amherst's library project. A walk-through visit will be scheduled for potential candidates before they apply. Candidates will be given 3-4 weeks to apply. Stara recommended selecting 2-3 candidates in case there are problems with fee negotiations

The SLBC will review OPM qualifications based on agreed upon criteria. A subcommittee consisting of Dallmus, Houle, Quackenbush, Antonellis and Stara was established. to oversee the selection process.

Puleo will chair future meetings while Antonellis will post meetings, set up ZOOM and host the meetings.

Next Meeting: 7:00 p.m. on Tuesday, September 20

Meeting closed at 7:55

Respectfully submitted by Penny Jaques, Clerk SLBC