

Shutesbury Library Building Committee Meeting Minutes

September 20, 2022

Present

Shutesbury Library Building Committee: Elaine Puleo, Brad Foster, Mary Anne Antonellis, Stephen Dallmus, Molly Moss, Jeff Quackenbush, Dale Houle, Penny Jaques
Guests: Andrea Bono-Bunker (MLBC Library Building Specialist), Timothy Logan (Library Trustees), Joan Hanson, Penelope Kim, Mary Lou Conca

Meeting opened at 7:00 p.m.

Public comment - none

Review Minutes from previous meeting

Puleo moved to accept minutes as amended. Dallmus seconded.

Dallmus-aye; Houle-aye; Quackenbush-aye; Antonellis-aye; Puleo-aye; Jaques-aye; Moss-aye; Foster-abstain

Request for Qualifications (RFQ) for Owner's Project Manager (OPM) updates

The 44-page RFQ put together by Becky Torres with help from Antonellis and Quackenbush has been posted on the Central Registry and Commbuys.

OPM Selection Timeline	
Pre-qualifications Informational Session:	9/28/2022 1:00pm
Prospective Bidders Questions due:	9/30/2022 10:00 a.m.
Responses posted on website and on Commbuys due:	10/5/2022, 1:00 p.m.
RFQ due date:	Tuesday, 10/11/22, 3:00 p.m.
Review/evaluation period for Responses:	10/14/22
Interviews:	10/17/22-10/19/22
Contract Negotiations Complete:	10/25/22
Contract Issued:	10/28/22

Antonellis will schedule a meeting with the OPM Selection Subcommittee (Foster, Antonellis, Quackenbush, Houle, Dallmus). Once OPM proposals are opened they become public documents. Puleo recommended discussing the level of the full SLBC's involvement in the interview process at our October 4th meeting, after the OPM Selection Subcommittee meets.

Committee member roles. Puleo asked for volunteers to serve as liaisons who will provide updates to town boards and the public. The following roles were assigned:

- Liaison to Selectboard: Dale Houle
- Liaison to Library Trustees: Brad Foster
- Liaison to Conservation Commission: Penny Jaques

- Friends of Library: Penny Jaques
- Public relations point person: Elaine Puleo

In her role as Public Relations Point Person, Puleo will submit Our Town articles, make sure the Library website is up to date on topics relevant to the new library project, coordinate public engagement events and provide updates to town residents via the town email list. Updates will be repeated on NextDoor but there will be no discussion. Questions can be forwarded to the SLBC email address (LibBuild@shutesbury.org).

Moss asked Bono-Bunker if there are other roles we should be considering. Bono-Bunker noted that subcommittees such as Fundraising and Landscaping are often created.

Dallmus made a motion to adjourn the meeting at 7:50. Foster seconded. Roll call vote: Jaques-aye; Antonellis-aye; Dallmus-aye; Moss-aye; Houle-aye; Quackenbush-aye; Foster-aye; Puleo-aye.

Jaques will miss the next meeting and requested that a committee member take notes in her place.

Meeting adjourned at 7:50 p.m.

Next scheduled meeting date: Oct 4, 2022 7PM