

Present

SLBC Members: Mary Anne Antonellis, Stephen Dallmus, Brad Foster, Dale Houle, Penny Jaques, Molly Moss, Elaine Puleo, Jeff Quackenbush

Guests: Neil Joyce, (CMS), Roger Hoyt (CMS), Lauren Stara (MBLC)

Briefly present: Joan Hanson, Mary Lou Conca, Michael Vinskey

Puleo opened the meeting at 7:00 p.m.

Public Comment - none

Review minutes from previous meeting–

A motion was made to approve the minutes from the November 1, 2002 meeting with minor corrections.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

Meet the Owner's Project Manager

Antonellis welcomed Neil Joyce and Roger Hoyt from Construction Monitoring Services (CMS) to our meeting. Immediately after being hired, CMS got to work with Antonellis and Becky Torres to publish the Designer Request for Qualifications (RFQ).

Architect Update - response to Request for Qualifications and hiring process

Antonellis noted that two firms submitted questions ahead of yesterday's deadline. Torres sent out these questions and answers to the 24 firms who have expressed interest in the project. Submissions of qualifications are due Tuesday, November 22. The RFQ states that interviews will be on or around December 9.

Puleo asked Joyce to recommend a process for reviewing the Designer qualifications. Joyce said typically a subcommittee reviews the qualifications. CMS will serve as a neutral advisor and assist as the committee requests. Stara noted that the MBLC usually doesn't participate in the selection process, but requested that they also review RFQs and serve as advisor. State employees cannot make recommendations but can weigh in on which firms have designed libraries and how closely their projects match ours.

Antonellis will work with Torres to create a ranking form, with input from Joyce. Joyce noted that the RFQ lists approximately 12 criteria. He suggested using these criteria and keeping the ranking form as simple and objective as possible.

Dallmus asked if Stara and Joyce will review scores before or after committee has ranked the applicants? They will review but not offer feedback in advance of the ranking. Foster described the OPM process: OPM Subcommittee members individually scored and ranked the applicants, followed by a committee discussion. During the discussion, some rankings were changed.

Quackenbush suggested using the OPM Subcommittee to review Designers qualifications then discuss their recommendations a public meeting. Stara and Joyce can listen to discussion and offer input.

The Designer Subcommittee will be: Antonellis, Dallmus, Foster, Houle, Quackenbush. Other members of the LBC were also asked to review the qualifications.

Joyce recommended allowing a week after selecting the interviewees to allow them time to prepare their presentations. He also recommended that interviews be conducted in person to better assess the designers. Quackenbush agreed that meeting the designers in person is valuable.

After discussion the following timeline was set:

11/29	This LBC meeting will be cancelled
12/1, 6:00pm	Designer Subcommittee meeting
12/5, 7:00pm	Designer Subcommittee meeting, if needed
12/6, 7:00pm	Full LBC meeting, Designer Subcommittee will present their results to the full committee, we will choose 4 candidates to interview
12/12, 6:30pm	Designer Interviews
12/14, 6:30pm	Designer interviews

Updates regarding Lot O-32

ANRAD: Emily Stockman (Conservation Commission's peer-reviewer for the Lot O-32 ANRAD) submitted her report on November 3, following the October 28 site visit. Fuss and O'Neill sent questions to Stockman, and based on October 28 field visit and Stockman's responses, April Doroski (Fuss & O'Neill) and an assistant did further field work on November 10. Several adjustments were made to the wetland boundaries. We expect Doroski's revised report by the end of this week. The public hearing on November 17 will be continued to December 8 to allow time for Stockman to review and respond to Doroski's revised report and for the Conservation Commission to assess the new information.

RADIO TOWER SITE: Previously, chemicals commonly found in gasoline were found at a location 1300' from the Leverett Road end of Lot O-32. This finding was reported to DEP. Follow up testing was conducted on November 11 and a monitoring well was installed. A sample from the well will be taken next week.

GARAGE FLOOR DRAIN: The garage that was previously on the property had a floor drain (all floor drains should be reported) that had not been reported to DEP's Injection Control Program by the previous owner. Fuss and O'Neill retroactively reported the floor drain and is working with DEP to close out the well. Thus far, three rounds of testing have been done, with no reportable chemicals detected. A fourth round of testing will be conducted on November 18.

Planning for public forum in January

Puleo noted that the OPM and Architect should both be in place by January and suggested hosting a public forum. Joyce recommended waiting until mid-Feb to give the architect time to become familiar with project.

Liaison reports

The Friends raised \$2,600 at election bake and swag sale! Letters are in the mail for Giving Tuesday (11/29).

Foster moved to adjourn the meeting. Dallmus seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

Meeting adjourned at 8:09