

**Library Facility Needs Assessment Committee
(LFNAC)
June 10, 2009
7:00PM
Town Hall
Meeting Minutes**

LFNAC Members Present: Mary Anne Antonellis, Martha Field, Dale Houle, Weezie Houle, Michele Regan-Ladd, Lori Tuominen

Absent: Karen Traub

Guest: Mark Sullivan, D.A. Sullivan & Sons, Inc.

Meeting called to order at 7:04PM.

Mary Anne chaired the meeting in Karen's absence.

1. **Minutes** - approved with correction of contract amount: "not to exceed \$7350."

2. **Welcome Mark Sullivan**, President of D.A. Sullivan & Sons, Inc. Mary Anne distributed a copy of the contract for owner project management services with D.A. Sullivan & Sons, Inc. We will include Mark on the LFNAC email list.

LFNAC welcomed Mark with introductions to committee members. Mark described his background and the general work of D.A. Sullivan & Sons, Inc. Mark talked about his role as an Owner Project Manager (OPM). Currently, he is also working as an OPM for the Westhampton Library, and he worked with the Wendell Library.

How should we get started? We discussed the level of involvement of the OPM with the committee. It is important to keep answering questions as they arise because the questions will keep coming and the project needs to keep moving. A project rhythm will develop.

What is the process for hiring the designer?

- i. Write Request for Proposal (RFP)
- ii. Place advertisements
- iii. Conduct site visits
- iv. Receive proposal requests from architectural firms
- v. Review proposals and develop a short list

- vi. Conduct interviews and possible second round of interviews
- vii. Select architect – schematic design and site selection study

What deliverable product do we need? A schematic design would include a sketch, floor plans and elevations; it would be used to show at town meeting. An engineering study is needed to determine the best site; this called a “study” or site selection study. Both products are necessary.

How do we create the RFP? Drafts of the RFP will be done by D.A. Sullivan and will be shared via email with LFNAC. Mark will send us some samples for an RFP.

If by mid - July the RFP can be issued, an architect could be hired by September 1st. LFNAC should incorporate as much information from the town, such as wetlands determination and perc test, as possible in the RFP. If these determinations cannot be done within the next couple weeks, then issuing the RFP should go forward to remain on schedule.

The town conservation committee should be included as regards wetlands determination. Mary Anne will contact the Conservation Commission.

Mary Anne will contact David Dann and Bill Elliot (Board of Health) about a possible perc test. Becky Torres, the new town administrator, will handle this in July when she assumes this town position.

LFNAC will draft a list of the key, important items to include in the RFP. LFNAC members will send a list of these items to Mary Anne by June 15th. One goal will be for the building to be LEED certified; MBLC may be offering financial incentives to receive this certification. Multiple Chemical Sensitivity (MCS) will also be addressed.

We need to send a rough estimate of total budget for the library to D.A. Sullivan; D.A. Sullivan estimated about \$1.5 million. The potential architects need to have some idea about financial constraints; however, these are not firm numbers at this time.

When MBLC awards a library building grant, they sometimes bound the total square footage in the proposal, but interior design can change, as long as it meets proper specifications like parking and ADA requirements. Some standard design features are required for every library.

Possible locations were discussed. Weezie shared the notes from the May 3, 2003, Annual Town Meeting, Article 19: *A motion was made and seconded to direct the appropriate public officials to consider the area behind the Town Hall as the primary location for a new library, as recommended by the Library Building Committee. Passed unanimously.*

3. Revisit charge of LFNAC

Michele proposed the following amendment to the LFNAC charge and moved the following:

To extend the charge of LFNAC to include the hiring of the Owner Project Manager (OPM), the hiring of the designer/architect for the pre-design phase (site selection study and schematic design), submit the letter of intent to the MBLC, prepare the presentation for town meeting and prepare the MBLC grant for the M.N. Spear Library Trustees.

Motion seconded by Lori. Discussion. Passed unanimously.

4. Library Building Program – Weezie distributed the final version dated June 10, 2009. Weezie will post on the web site.

5. Updates and Announcements- Mary Anne distributed a flyer of upcoming library events.

6. Next meeting dates –

Thursday, June 25th, 3PM, Shutesbury Town Hall; Mark will attend
Wednesday, July 8th, 7PM, Shutesbury Town Hall

Meeting adjourned at 9:05PM.

Respectfully submitted,
Martha K. Field