

BELMONT LIBRARY BUILDING COMMITTEE

MEETING MINUTES

2018 JAN 31 PM 2: 21

DATE: Monday January 22 2018

ATTENDANCE: Jenny Fallon – Marcie Hirsch – Stephen Sala – Bob McLaughlin – Heli Tomford – Bob Schafer – Clair Colburn – Sally Martin – Kathy Keohane – Pat Brusch – Peter Struzziero

NOT IN ATTENDANCE: Bart Nelson – Steve Engler

LOCATION: The Gallery, 3<sup>rd</sup> floor of the Homer Building

TIME OF MEETING: 7 PM to 8:50 PM

1. Introduction of Members: The members of the Committee introduced themselves to the group and discussed their backgrounds.
2. Explanation of Charge: The Committee is responsible for hiring a project manager and a design architect in order to develop a schematic design for the Library by the summer of 2018. This design will be used by the Library Foundation to fundraise for building funds for the project.
3. Discussion of Building Committee Process: At this time, there are 3 building committees operating in Town. A RFP must be developed at this time for the Project Manager and Design Architect.
4. Discussion of Library Schematic Design Process: The Trustees presented an overview of the Feasibility study and the decision to build a new library rather than renovate. The temporary location of the library during construction has not been determined. The current budget for Schematic Design portion of the project is \$300,000; 50% was funded by the Town and 50% by the Library Foundation. Bob McLaughlin will be the “attorney” and Stephen Sala will be the “neighbor” for the committee. Funding must be in place before the Committee can proceed with Design Development documents. The Committee has the option to hire a Construction Manager at risk rather than proceed with the typical bidding process. Design reviews with Disability Access Commission, the Planning Board, and the Conservation Commission is required. A Public meeting is recommended to review the design with residents of Belmont.
5. Discussion of Open Meeting Law and Subcommittees: We have an 11 member committee. A quorum of 6 is required.
6. Election of Officers: The following Officers were elected:  
  
Chair: Clair Colburn Secretary: Stephen Sala Treasurer: Sally Martin Vice Chair: TBD
7. Discussion of Meeting Schedule Meetings should not be held on Wednesday or the 3<sup>rd</sup> Thursday of the month. The next meeting is scheduled for Tue. Jan. 30 at 7 PM
8. The meeting adjourned at 8:50 PM THE END