

BELMONT LIBRARY BUILDING COMMITTEE

2018 FEB 23 PM 2:03

MEETING MINUTES

DATE: Monday January 30 2018

ATTENDANCE: Clair Colburn, Steve Engler, Jenny Fallon, Marcie Hirsch, Kathy Keohane, Sally Martin, Bob McLaughlin, Bart Nelson, Bob Schafer, Peter Struzziero, Helie Tomford

NOT IN ATTENDANCE: Steve Sala

LOCATION: Town Hall, Conference Room #2

- Meeting was called to order at 7:05
- Conducted roundtable introductions for all to introduce members not in attendance for the initial meeting
- Reviewed the meeting minutes from 1/22 session. Motion to adopt meeting minutes as amended was put forth by Jenny Fallon with a second from Bob McLaughlin and approved by all
- Bob McLaughlin provided an overview of Open Meeting law requirements and obligations for the group which included reference to regular versus special municipal employees, open public meeting law obligations including working groups. Bob shared with the group the requirements for positing of materials and the use of executive session
- Bob discussed the requirements of the committee and the members to maintain records and to be able to produce them timely if required
- Discussed Conflict of Interest considerations including the disclosure form and process
- Chair Colburn then reviewed the high level timeline for development of the RFP, and the ensuing selection process and timeline. She discussed the role of the sub committee in these activities
- Action items noted in this discussion was to clarify the process and requirements for a peer review, as well as the role of the OPM and required skills and considerations for selecting one

- Group nominated the sub committee members to include Bob Schafer, Clair Colburn, Bart Nelson, Steve Engler, and Steve Sala noting that Steve Sala's membership was contingent on his confirmation to serve on the sub committee. Motion to appoint the subcommittee was voted and approved by all
- Outlined process and activities for the sub committee over the forthcoming weeks. Sub Committee will work with Phyllis Marshall to develop the RFP. Full committee will meet on February 21st at 7 pm to review the RFP with the target to approve for posting
- Discussed the expenditure process. Agreed to process leveraging a cover sheet and required approvals by Treasurer. Motion to approve the process was made and approved by all
- Peter Struzzeiro noted that any members of the committee who would like a tour of the library should contact him
- Group noted the desire to continue to make information readily available for the committee and the public. All materials will be available through the library website
- Motion to adjourn the meeting at 8:45