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2018 OCT -2 PM 3:40

MEETING MINUTES

<b>Project:</b> Belmont Library Belmont, MA	<b>Meeting Date:</b> July 26, 2018
<b>Time:</b> 7:00 PM	<b>Meeting Location:</b> Town Hall
<b>Meeting:</b> Library Building Committee Architect Selection SubCommittee - #1	<b>Report By:</b> Alicia Monks
<b>Attending:</b> Clair Colburn, Chair Marcie Schorr Hirsch, LBC Kathy Keohane, Trustee	Peter Stuzziero, Library Director Frances Hughes, Daedalus Alicia Monks, Daedalus
<b>Absent:</b> Stephen Sala, PBC	

Item	Action
1-1 The Committee reviewed the draft RFS. Alicia will revise the RFS per the comments received and have it approved by Town Counsel.	Alicia
1-2 A draft of the Total Project Budget (for the Schematic Design Phase) was reviewed. It was agreed that the architect's fee would be set at \$200,000 for Schematic Design.	
1-3 The Hazardous Material Survey of the existing library and the Site Survey and Wet Land Assessment will be performed by the library. Alicia will coordinate these contracts.	
1-5 The schedule is likely to have the architects wrap up the Schematic Design in January/February of 2019. This will allow for the start of the quiet fundraising phase to start. It is anticipated this project will go to Town Meeting no sooner than 2020.	
1-5 Alicia will send Doodle Polls to determine a date to review the Architect Submissions, Architect Interviews and Full Building Committee confirmation meeting.	
1-6 The meeting was ADJOURNED.	
<b>Next meeting:</b> To be determined	Reminder

APPROVED at 10/1/18 meeting