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MEETING MINUTES

Project: Belmont Library Belmont, MA	Meeting Date: October 17, 2018
Time: 7:00 PM	Meeting Location: Town Hall
Meeting: Library Building Committee Architect Selection SubCommittee - #3	Report By: Alicia Monks
Attending: Clair Colburn, Chair Marcie Schorr Hirsch, LBC Kathy Keohane, Trustee	Peter Struzziero, Library Director Stephen Sala, PBC Alicia Monks, Daedalus
Absent: Frances Hughes, Daedalus	

Item	Action
<p>2-3 The format for the interview will be 30 minutes for your presentation, 15 minutes for questions asked by the Committee and 10 minutes to set up prior to the interview. The architects will be asked to include their responses to the following questions in their presentation:</p> <ul style="list-style-type: none"> - How would you engage the community as part of the design process? - What is your design process? Specifically, how do you arrive at your design / aesthetic goals with the committee, which may range from traditional to innovative? - What is your approach to cost control? <p>The interviews will be at Town Hall. A projector, screen and PC laptop will be provided. The architects will be asked to bring to the interview:</p> <ul style="list-style-type: none"> - A jump drive with either a Power Point or PDF presentation ready to plug in. - Comprehensive financial statements for the last three years in a sealed envelope. If you would like these returned, please also include a return addressed envelope. Otherwise they will be destroyed. - The key day to day contact who will be leading this project. <p>Alicia will send all the information to the shortlisted architects.</p>	CLOSED
NEW ITEMS	
<p>3-1 Each Sub-Committee member was then asked to rank each of the four finalists from 1 to 4. 1 being their first choice. Oudens Ello Architecture was the highest ranking architectural firm.</p> <p>All of the architects responded to questions they were asked to prepare, brought the day-to-day contact and submitted their financial statements as requested.</p>	CLOSED
<p>3-2 Next steps:</p> <ul style="list-style-type: none"> • Steve Sala will review the financial information for top ranked firm, Oudens Ello. • Alicia will contact three to four reference for Oudens Ello. • If either Steve or Alicia find anything concerning, the Committee may need to meet again to discuss. 	
<p>3-3 Next meetings:</p> <ul style="list-style-type: none"> - Thursday November 8 – 7:00 pm - Sub-Committee to present recommendation to the Full Building Committee 	

APPROVED



- TBD – Kick Off Meeting with the Architects

3-4 The meeting was ADJOURNED.

Next meeting: The Architect Selection Sub-Committee is not anticipating meeting again.

Reminder