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MEETING MINUTES

Project: Belmont Library Belmont, MA	Meeting Date: June 20, 2018
Time: 7:00 PM	Meeting Location: Town Hall
Meeting: Library Building Committee - #1	Report By: Alicia Monks
Attending: Clair Colburn, Chair Marcie Schorr Hirsch Bob McLaughlin Steven Engler Pater Struzziero, Library Director Bob Schafer	Stephen Sala, PBC Sally Martin Heli Tomford Bart Nelson Frances Hughes, Daedalus Alicia Monks, Daedalus

Absent:

Item	Action
1-1 Meeting Minutes dated May 15, 2018 were approved as noted. Heli noted the correction of her name (no "e").	
1-2 The process for architect selection was reviewed. There will be a minimum of three meetings which will take place over the summer: Review the RFS, Review the proposals and create a shortlist, and interviews. The Architect Selection Sub-Committee will report back and make a recommendation to the full Library Building Committee. The Architect Selection Sub-Committee will consist of: Clair, Peter, Kathy, Steve Sala and Marcie. The Committee selection was brought to a VOTE, MOTIONED by Bob and SECONDED by Sally.	
1-3 It was suggested that Daedalus contact Steve Dorrance in the Town's Facilities Department for copies of the Town's standard Architect-Town contract and standard RFS template.	Alicia
1-4 There is a total of \$250,000 available for this Schematic Design Phase. The architect's fee will be assigned as a not to exceed figure that will be finalized by the Sub-Committee.	
1-5 Some of the desired qualifications for the architect were discussed. <ul style="list-style-type: none"> - Phasing Experience - Revit / 3D Modeling capabilities - Virtual Reality (optional) - Rendering capabilities 	
1-6 The Building Committee will meet every other week through out the fall. The plan is to have a reconciled estimate of the Schematic Design before the year's end.	
1-7 The meeting was ADJOURNED. MOTIONED by Bob and SECONDED by Sally.	
Next meeting: To be determined	Reminder

APPROVED