



RECEIVED
TOWN CLERK
BELMONT, MA

2019 JAN 22 AM 9: 27

Daedalus Projects, Incorporated
112 South Street | Boston, MA | 02111
(p) 617.451.2717 | (f) 617.451.2679
www.daedalusprojects.com

MEETING MINUTES

Project:	Belmont Library Belmont, MA	Meeting Date:	October 1, 2018
Time:	7:00 PM	Meeting Location:	Town Hall
Meeting:	Library Building Committee Architect Selection Subcommittee - #2	Report By:	Alicia Monks
Attending:	Clair Colburn, Chair Marcie Schorr Hirsch, LBC Kathy Keohane, Trustee Stephen Sala, PBC		Peter Stuzziero, Library Director Frances Hughes, Daedalus Alicia Monks, Daedalus
Absent:			

Item	Action
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. 10/1 – Alicia sent out an RFP to have the library site plan surveyed. A surveyor will be hired to perform this work shortly.	
NEW ITEMS	
2-1 The meeting notes from July 26, 2018 were APPROVED AS NOTED. MOTION by Kathy. SECONDED by Clair.	Record
2-2 The Sub-Committee reviewed and discussed each of the proposals. The top scoring firms will be invited to interview. Time slots were randomly assigned as follows: <ul style="list-style-type: none"> - 4:30 pm Perry Dean Rogers Partnership - 5:30 pm Oudens Ello Architecture - 7:00 pm Ann Beha Architects - 8:00 pm Johnson Roberts Associates 	CLOSED
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: <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? 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: <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. Alicia will send all the information to the shortlisted architects.	CLOSED

APPROVED

2-4 Next meetings:

- Wednesday October 17 – starting at 4:30 pm : Interviews at Town Hall
- Friday October 19 – 5:15 pm : Discuss Architect Selection (if required) at the Library
- Wednesday October 24 – 7:00 : Sub-Committee presents recommendation to the Full Building Committee
- TBD – Kick Off Meeting with the Architects

2-5 The meeting was ADJOURNED.

Next meeting: Wednesday October 17, 2018 – 4:30 pm at Town Hall

Reminder