

MEETING NOTICE
TOWN OF LYNNFIELD

Town Clerk Date Stamp

Board/Committee Name: Library Building Committee
Day/Date: Thursday, November 12, 2015
Time of Meeting: 7:00 PM
Location: Lynnfield Library Mezzanine

AGENDA

CALL TO ORDER:

- Chairman calls the meeting to order with a roll call
- Chairman informs attendees that the meeting operates under MA Open Meeting Law

NEW BUSINESS: Objectives for Next 30 Days

- Finalize agenda and responsibilities for Public Meeting to Gather Community Input for Library Plans Thursday November 19, 2015
 - Introductions
 - William Rawn Associates
 - Set-Up
 - Breakout group/session logistics

Next meeting date: Public Meeting

Adjournment

Lynnfield Library Building Committee (LLBC)

Minutes

June 18, 2015 – 7:15 p.m.

CALL TO ORDER

Russ called the meeting to order at 7:25. Present: Nancy Ryan, Russ Boekenkroeger, Chris Mattia, Heather Sievers, Ted Caswell.

From the Board of Library Trustees: Faith Honer-Coakley, Bob Calamari, and Ann Miller

1. RECOMMENDATION FOR OPM FOR LIBRARY BUILDING PROJECT TO THE BOARD OF LIBRARY TRUSTEES

- Russ stated the purpose of this meeting is to make a recommendation for the OPM for the library project.
- Russ distributed a summary of the LLBC meeting that took place with the three most highly rated OPM's last night. He stated that Design Technique Incorporated stood out as the group the LLBC would recommend.
- The LLBC feels that the chemistry is right, that the three members of the DTI team have a very long duration of time (approximately 14 years) working together well, are knowledgeable and have achieved an unusual amount of successful library building projects.
- Bob Calamari asked what the one thing the LLBC liked the best about DTI is. Nancy said that it seems that they would be superb to work with. They listen carefully, and do not make assumptions.
- Ann noted that their experience is a great advantage.
- Russ said that they built confidence about getting through the initial process and problem solving issues before bringing the next stage to Town Meeting. Nancy noted that it seems that they would shepherd us through the project.
- They are well versed with technology and innovations. They are upfront. They brought up some site engineering issues that no one else had brought to our attention. **We need to have a P&S or some other proof that we own the Town land for the LLBC in order to proceed to the next Grant phase.**
- All felt that they are very practical, solid, collaborate well, and are proven winners in the performance arena. They are extremely detail oriented and will distribute weekly reports.
- Bob asked if they were the strongest contenders in all areas. Russ stated that they scored the highest in all areas that were evaluated on a form by 7 responders. They were also highest by consensus of the LLBC to their presentation last night.

- Russ made a motion to take a vote of the LLBC to accept the recommendation for Design Technique to the Library Board of Trustees. Chris seconded the motion. The committee voted unanimously in favor.
 - The next step in the process is for the Library Trustees to make a letter of recommendation to Town Administrator Mr. Boudreau, and he will present the decision to offer the OPM to DTI. DTI had stated that they would be willing to work under a letter of intent.
2. Nancy stated that the next phase is to negotiate the fee, for which the LLBC has been authorized by the RFQ. We will engage Town Counsel Tom Mullen in this process.

Russ made a motion to adjourn the meeting. Chris seconded the motion. All voted in favor and the meeting was adjourned at 7:47 p.m.

Respectfully submitted by
Gail Rober