

MINUTES
Randall Library Building Committee
April 19, 2012

Members present at the Randall Library Steve Dungan, Steve Jelinek, Tom Lam, Peter McManus, Tim Reed, and Barbie Wolfenden. Also present was Library Director Melissa Fournier and Administrative Assistant Susan McLaughlin.

Tim convened the meeting at 7:00 p.m., saying his plan for the meeting was to discuss the reference checks, get Tom's professional input on how his firm handles interviews, and have a conversation about the Building Committee's interviews of the four firms. Jim Salvie joined the meeting shortly after it began.

Reference Checks

Tom on DRA: Four of the five references responded. The first two did not provide enough information to adequately judge the firm; the last two were strong references.

Barbie on Beacon Architectural Associates: Five of the five were contacted. Feedback that they were on time, on budget, one reference "adored working with them." She rated Beacon a "2."

Tim on LLB Architects: Two excellent and two "rave" reviews. One reference said LLB anticipated their needs before they themselves were aware of them. He rated LLB a "2."

Jim on Johnson and Roberts Associates: Five of five were contacted and all five were strong references. Reviews of principals were good. They did both Concord and West Concord libraries. They also anticipated needs. He rated Johnson and Roberts a "2."

The scores following the reference evaluations were:

Johnson Roberts	$128.00 + 2 = 130.00$
LLB	$125.25 + 2 = 127.25$
Beacon	$121.50 + 2 = 123.50$
DRA	$115.75 + 0 = 115.75$

Interview Strategies

Tom described the art of interviewing from his perspective as an architect. The most important goal of an interview is to develop a relationship with the buyers; to bond. Next is to show teamwork, seeing the team as an organic body. Third is to demonstrate commitment and enthusiasm. A final point of interest – Tom's company even analyzed individual committee members to learn more about them.

Interview Results

Tim opened the discussion by saying he was thinking of who will best market the project to the town at Town Meeting. He felt LLB was the best, followed by Johnson and Robert. He could go either way. Both have strong communication skills. He was not impressed with Beacon's level of enthusiasm. DRA was last on his list.

Steve D said the clear winner was Johnson and Roberts, followed by DRA, LLB, and Beacon. Factors were their experience, technical skills, professional approach, and sincerity. They would

be easy to work with. He had major reservations about Beacon – no energy. Their Town Meeting presentation would not be good.

Peter said they were all good. Beacon's Smith was strong. He wondered about LLB attendees, i.e., "star and cadre." Johnson and Roberts had the high score going in and had the best answer to the water issues.

Barbie agreed that they were all good. She liked Johnson and Roberts' water discussion. Beacon showed they listened by showing the six problems. She agreed they were not the best emissary. Why did LLB bring so many people? It was overkill.

Jim said he was in favor of Johnson and Roberts. They and LLB had almost the same experience, although Johnson had more with structural problems. He would not choose Beacon or DRA.

Steve J felt they could work well with all of them. And all were technically competent. Beacon was rather "tweedy." He agreed that LLB bringing five people was overkill. And he was troubled about the team change (two people not in the proposal). Johnson and Roberts was his top choice.

Tom put DRA at the bottom, Beacon and LLB in the middle, and Johnson and Roberts at the top. They had a good description of handling the water issue with the whole building.

After all members gave their opinions, Tim noted that they were building consensus on Johnson and Roberts. There was general agreement that DRA was out.

Steve D moved that they rank Johnson and Roberts Number 1, LLB Number 2, and Beacon Number 3. During discussion, it was noted that one member (Barbie) would put Beacon over LLB. The vote was unanimous in favor and the motion passed.

Tim outlined the timeline. The committee will have a kickoff meeting with Johnson and Roberts after the Board of Selectmen's vote to hire them. Johnson and Roberts could be invited to the selectmen's meeting. It was generally agreed not to inform the other applicants yet. Tim will schedule the kickoff meeting.

At 8:10 p.m., Steve moved to adjourn, Jim seconded, and the motion passed by unanimous vote.

Respectfully submitted,

Susan McLaughlin

Approved May 17, 2012