

MINUTES
Randall Library Building Committee
May 17, 2012

Members present at the Town Building were Steve Dungan, Steve Jelinek, Peter McManus, Tim Reed, and Barbie Wolfenden. Also present was Administrative Assistant Susan McLaughlin.

Tom Lam was absent. Jim Salvie joined the meeting shortly after it began.

Tim convened the meeting at 7:02 p.m. The purpose of the meeting was to ensure completeness of the scope of services submitted by Johnson Roberts, vote to accept it, and forward it to the Town Administrator for contract negotiations. If it was incomplete, Tim will send corrections to Johnson Roberts.

Landscaping

Landscaping services, required per the Request for Proposals (RFP), are missing from the scope of services. They should be added.

Parking

A solution to the shortage of parking involving the First Parish Church is not part of the scope of services. It was agreed that this was appropriate.

Public Meetings

The scope of services specifies four public forums, more than the RFP requires. After some discussion, it was agreed to leave the number at four.

Building Code Conformance

Tom emailed two building code comments for discussion:

- The structural report should identify the extent of structural mitigation needed to conform to current building code.
- The assessment report should include the steps to be taken to conform to current energy code requirements (also required by Mass Building Code).

Regarding a third comment, there was agreement that it was reasonable to assume that time would be allocated for coordination between the architect and consultants.

Approval of Scope of Services

Following the review, how to correct the scope of services was discussed. It was agreed that clarifications could be made via a phone call between Tim and Johnson Roberts. Steve Dungan moved to approve the scope of services, as submitted, pending clarification and including landscaping and Tom's Mass Building Code questions. Steve Jelinek seconded and the motion passed by unanimous vote.

Next Steps

There was agreement to begin meetings with Johnson Roberts as soon as possible. Barbie will be away May 25 to June 10. Tim will be away June 20 to July 18. Tim might be able to participate remotely, if an Internet connection is available. Open meeting rules must be followed for remote participation.

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Tim will send a Doodle poll to find available dates for upcoming meetings.

At 7:35 p.m., Steve Dungan moved to adjourn, Barbie seconded, and all voted in favor.

Respectfully submitted,

Susan McLaughlin

Approved May 24, 2012