

Library Building Committee Minutes

June 9, 2025

Present: Carol Buote, Dean Larabee, Brian Bianchi, Steve DePaolo, Matt Chabot, Erica Miller, Megan Silva

1. Meeting was called to order at 7:04 pm.
2. Minutes of May 6th and May 19th meetings were reviewed and approved.
3. Update on CHA contract:
 - a. Digital meeting with CHA staff was held on Thursday, May 29 at 2 pm. CB, MC and EM attended. Meetings will be weekly at the same time and any committee member is welcome to join with EM, CB and MC. Next meeting will be June 12. DL said he will probably be able to attend June 26 meeting.
 - b. We were introduced to Jennifer McGrord and Analisa Lewis, CHA project managers. Thomas Gatzunis is CHA project executive. Adith Reddy is CHA assistant project manager.
We clarified when the BOS meets and will share calendar of other town meetings and events, relevant to the project. Committee meets biweekly on Monday evenings at 7 pm.
 - c. Answers to MBLC questions re: estimated cost of project, designer fee, type of design (straight) and primary discipline (architect) were discussed. CHA is familiar with the process, but it was new to committee members. MBLC level of design required is between conceptual and schematic level of detail. \$16. million was mentioned as estimated cost, but we need it to be closer to \$10 million. This discrepancy is to be expected in the process, as we will continue to aim to control costs.
 - d. The goal is to complete the RFP as soon as possible, as we need a designer by at least late July. CHA mentioned that Dec. 31 deadline is “not rational for most towns” and Feb. was mentioned as more likely.
 - e. MC shared the standard town contract form and insurance information needed by CHA.
 - f. Motion to have RFP reviewed by MC and CB at the earliest date possible, so that by next meeting we will look at candidates for designer position.
4. Next meeting of the committee will be July 7th at 7 pm.
5. Meeting was adjourned at 7:20 pm.