

## Library Building Committee Meeting Minutes

March 31, 2025

**Present:** Carol Buote, Dean Larabee, Erica Miller, Tabitha McCrohan, Paula Dugan, Brian Bianchi, Stephen DePaolo

1. Meeting was called to order at 7:10 pm.
2. **Help from advisor:** Contact with Pat Basler. DL spoke with her, our liaison and consultant we hired to help with MBLC application. She volunteered to serve as a non-voting member of the committee as we continue the project. The committee voted unanimously to approve this.
3. **Proposals for OPM for the planning and design phase of the project:** We have received 8 proposals for OPM. DL, CB, PD, BB, SD, TB and M have reviewed them and made suggestions as to which they prefer and why. Committee members were asked to choose three for us to interview. The most votes were for CHA, Collier, Pomeroy and RGB. It was agreed to invite two large and two smaller companies.
  - a. CB chose 4 from point of view of librarian. Those proposals talked about community engagement, had done many library projects before, and were familiar with MBLC (one having help create the criteria for evaluation of MBLC projects). Her choices were CHA, Colliers, Down's, and P3 Project.
  - b. PD chose OPM, RGB, Down's and CHA due to their past library building experience.
  - c. Megan (who was not present, but DL reported on her choices) chose CHA, Collier, Pomeroy.
  - d. BB, who is in the construction business, chose CHA (best OPM experience, good reputation and has the technology), Colliers (good reputation, experience as OPM, done similar projects, and has a qualified management team), RGB (had good references and a hands-on team approach), Pomeroy (a local firm with projects in south MA and towards the Cape).
  - e. SD, who also is in construction business, chose CHA (a lot of relevant experience and maintenance focus), Colliers (heavy horsepower with libraries) and RGB (an architect for libraries, better pricing if architectural drawings are very specific, rather than priced per square foot.)
  - f. TM chose RGB (architect for libraries) and Pomeroy.

- g. DL chose CHA, Downs, Pomeroy and guessed that RGB may be very expensive.
4. **Preparations for next meeting:** Matt Chabot will reach out to the candidates and ask for cost information. DL will send a list of sample questions to the Committee.
5. **Next meeting:** The Committee agreed to meet on March 7th at 7 pm in the library to agree on questions for the interviews. Committee members will take ownership of each asking the same questions for each applicant. We will ask for a three-year commitment for the OPM and a contract signed to that effect to guarantee continuity for the project.
6. **Choosing OPM:** The interviews will be conducted on March 14 at the COA space in the Town Hall at 5, 6, 7 and 8 pm. Applicants will present in alphabetical order. We will bring potluck food to share. EM will provide plates, cups, tableware, napkins, and water. The interviews will not be filmed, but the Committee will be filmed during the deliberations and voting.
7. **Next Steps:** DL hopes to be elected as a Library Trustee and if so, will be unable to serve as Committee chair. A new chair will be needed.
8. The meeting was adjourned at 7:54 pm.

Submitted by Erica Miller

March 31, 2025

**1. How much experience does your firm have working on MBLC projects, particularly for small libraries?**

*Can you share specific examples, and describe some of the challenges you faced on small library projects?*

**2. What strategies do you use to build public engagement and support, especially in communities with strict cost constraints?**

*Can you share a successful example where you helped a community balance needs and budget?*

**3. What methods do you use to ensure a project stays on budget throughout design and construction?**

*How do you address unforeseen costs?*

**4. What strategies do you use to hold your project team — and any subcontractors — accountable to deadlines, budget, and quality standards?**

**5. What are some mistakes or lessons learned from your past library projects?**

*How have you adapted your approach based on those experiences?*

**6. Which team members will be assigned to this project, and will they remain involved from start to finish?**

*How do you ensure continuity if staffing changes occur?*

I think I am missing a question so here are a couple extras.

**7. MBLC paperwork and reporting can be intensive. How do you help towns navigate grant requirements and ensure compliance throughout the project?**

**8. Small towns often face challenges with public bidding and procurement. How do you support the town during the procurement process to stay compliant and avoid delays?**

**9. What's your approach to managing change orders? How do you help us distinguish between necessary changes and contractor-driven extras?**

**10. If the project runs into delays (weather, supply chain, permitting), how do you typically respond, and how do you keep the town informed?**

◆◆ OPM Interview Scorecard — Small

Library Project

Candidate/Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Relevant Experience (0–5)

- Experience with MBLC-funded projects
- Experience with small-town library/municipal buildings
- Understanding of small community challenges

Score: \_\_\_\_\_ /5

Notes:

## 2. Public Engagement Strategy (0–5)

- Good ideas for building support in a tight-budget town
- Past examples of success with community outreach

Score: \_\_\_\_\_ /5

Notes:

## 3. Budget and Schedule Management (0–5)

- Clear plan for controlling costs and staying on schedule
- Strong strategies for handling unforeseen issues

Score: \_\_\_\_\_ /5

Notes:

## 4. Accountability and Communication (0–5)

- Systems in place for team oversight (contractor/architect/etc.)
- Regular updates and transparent reporting

Score: \_\_\_\_\_ /5

Notes:

5. Lessons Learned / Risk Management (0–5)

Admitted past challenges honestly

Showed learning and adaptation from past mistakes

Score: \_\_\_\_\_ /5

Notes:

6. Team Continuity (0–5)

Key personnel assigned from start to finish

Solid plan for staff transitions if needed

Score: \_\_\_\_\_ /5

Notes:

7. Overall Fit / Gut Feeling (0–5)

Good fit for a small town environment

Responsive, relatable, trustworthy

Score: \_\_\_\_\_ /5

Notes:

Total Score: \_\_\_\_\_ /35

Overall Impressions: