Library Building Committee Meeting Minutes

March 5 ,2025

Present: Dean Larabee, Carol Buote, Matt Chabot, Erica Miller

1. The meeting was called to order at 7 pm.
2. The review of minutes of Feb. 12, 2025. Unanimously passed as written.
3. The next phase of the project is the planning and design phase. We agreed that more members are needed. We have lost four members. Carol knows two local building contractors who would be willing to join. Since they are both very busy with out-of-town projects one or the other may not be able to attend all meetings. Carol will invite them to attend the next meeting of the committee. If interested, they can send a letter of intent to join. We agreed that we could use more members of the public. Carol can advertise on Facebook. The Friends of the Berkley Public Library could also use some new members. "Many hands make light work."
4. The MBTA host communities act and its tie to our project agenda item was tabled until we can ask Tabitha McCrohan, a Board of Selectmen member, to discuss with us.
5. We need an Owners Project Manager (OPM) to hire an architect and to build public awareness of the project, among other tasks.
6. Matt will post a proposal for RFP on the Central Register, publish in the Gazette and on COMMBUYS. Tomorrow, 3/6/25 is the deadline for publication next Wednesday, 3/12/25. The library program of MLBC (49 pages) will be available for candidates to review on town website. Proposals will be due 3/28/25. We will meet in April to interview and announce selection by 4/16/25. Our contact at MLBC informed Dean that interest is high among relevant firms. Therefore, we can expect several proposals from candidates who are familiar with library building for small communities.
7. Carla Lyman has passed away. She was a member of the committee and has been a driving force for the project. We will acknowledge her by naming part of the new library in her honor.
8. The committee will meet again on March 19, 2025, at 7 pm.
9. The meeting was adjourned at 7:35 pm.