

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Regular Meeting
Wednesday, March 27, 2013**

MINUTES

Members present: Julie Culp, Chris Darrow, Lisa Matson, Catherine McCall, Margaret McCaw, Cynthia Mello, Alicia Wayland

Absent: James Russo, Vincent Shea

1.0 Call to Order

Vice-Chair Margaret McCaw called the meeting to order at 7:00 PM.

Motion made by C. Mello to amend the agenda to add Item 2.2: Approval of Minutes of March 21, 2013 Special Meeting. Seconded by L. Matson. Vote: Yes (6). Motion carried unanimously.

2.0 Approval of Minutes

2.1 February 27, 2013 Regular Meeting

Motion made by J. Culp and seconded by C. McCall to approve the minutes of the February 27, 2013 Regular Meeting. Vote: Yes (6). Motion carried unanimously.

2.2 March 21, 2013 Special Meeting

Motion made by Alicia Wayland and seconded by C. McCall to approve the minutes of the March 21, 2013 Special Meeting with the following correction: Delete *James Russo* from Section 3.0. Vote: Yes (6). Motion carried unanimously.

3.0 Review of formal proposals for Schematic Architectural Services

M. McCaw reviewed requirements stated in RFP. Based on the evaluation of all proposals, three firms were selected to be interviewed. The committee will meet with:

DRA (Drummey Rosane Anderson, Inc.)
Jacunski Humes Architects, LLC
The Lawrence Associates

4.0 New Business

Motion made by L. Matson to amend the agenda to add Item 4.1: Discussion of possible interview questions. Seconded by A. Wayland. Vote: Yes (6). Motion carried unanimously.

4.1 Discussion of possible interview questions

Possible questions posed include:

- clarification of information in proposals and/or interview presentation
- clarification of timelines of work and completion dates
- review of technical approach to project
- clarification of fee proposals.

Committee members can email any further suggestions to M. McCaw by Tuesday, April 2.

5.0 Public Comment

None

6.0 Adjournment

Motion made by C. Darrow and seconded by A. Wayland to adjourn at 9:00 PM.

Vote: Yes (6). Motion carried unanimously.

Respectfully Submitted,
Cynthia Mello, Secretary