

Jonathan Trumbull Library Building Committee
Regular Meeting
Wednesday July 25, 2012
MINUTES

Attendance

Present - Jim Mello, Margaret McCaw, Alicia Wayland, Charles Westbrook, Catherine McCall, Julie Culp, Cynthia Mello

Absent – Vin Shea, Chris Darrow

1.0 Call to Order

- Chairman James Russo called the meeting to order at Meeting was called to order at 7:02PM

2.0 Approval of Minutes of May 23, 2012, Regular Meeting

- Motion made by Margaret McCaw, seconded by Alicia Wayland to approve the minutes from the May 23, 2012 meeting,
Vote: Yes - 6, Cynthia Mello Abstained – 1, Motion passed

3.0 Review Budget allocated for Professional Schematic Architectural Design Services.

- Reviewed email from Margaret McCaw with information from town meeting regarding \$25,000 budget with account number

4.0 New Business – Commence Preparation of Formal “Request for Qualifications” Package.

- The group discussed the requirements for the Request for Qualifications “RFQ” package.
 - Decided that Julie Culp will reach out to other libraries to see if anyone has a sample RFQ that can be used as a template.
- Site plans are still needed, Jim Russo will reach out to Joyce Okonuk to see if she is willing to ask Anchor the plans, or to see if she has any suggestions on getting the plans from Anchor.
 - The plans are needed in AutoCAD
- Discussed what would be needed in the RFQ packet

4.1 New Business

- Julie Culp received a mailing that Columbia Library sent out to their townspeople regarding their library project. This has been filed for later review.
- Discussed the need to develop a scorecard/scoring grid to show why a company was chosen.
- The program is nearing completion, telecom still needs to be added – Charles Westbrook will meet with Julie Culp to walk through the library and discuss the telecom needs.
 - Need mechanical, electrical and plumbing added to the program
- Next steps – The group will review sample RFQ’s and RFP’s so they can familiarize themselves with what they look like and what’s needed

- Jim Russo will contact the Town Clerk to change the meeting venue to the Jonathan Trumbull Library

4.2 *Correspondence*

- In May a package was received from architectural firm in Newington – interested in job Jacunski Humes
- Holly Sinkewicz provided 3 packages from NY State architects showing interest in project – Peter Gisolfi Associates

5.0 *Adjournment*

Motion made by Alicia Wayland, seconded by Cynthia Mello to adjourn the meeting at 8:01PM

Vote: Yes, unanimous