

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Regular Meeting
Wednesday, January 23, 2013**

MINUTES

Members present: Julie Culp, Margaret McCaw, Cynthia Mello, James Russo, Alicia Wayland

Absent: Chris Darrow, Catherine McCall, Vincent Shea, Charles Westbrook

1.0 Call to Order

Chairman James Russo called the meeting to order at 7:03 PM.

2.0 Approval of Minutes of November 28, 2012 Regular Meeting

Motion made by Alicia Wayland and seconded by Margaret McCaw to approve the minutes of the November 28, 2012 Regular Meeting. Vote: Yes (4). Motion carried unanimously.

3.0 Continue Review and Comment of Draft for Formal “Request for Qualifications” related to Professional Architectural and Design Services

J. Russo distributed an email dated January 15, 2013 which outline recommendations from Edward O’Connell, Town Attorney, following his review of Draft 4 of the Request for Qualifications. His recommendations were discussed and will be incorporated into Draft 5 of the Request for Proposals.

The first selectman has recommended that the email used in the RFP should be firstselectman@lebanontownhall.org and from there will be forwarded to Chairman Russo.

Several minor additions/revisions were discussed and will be included in Draft 5.

M. McCaw asked J. Culp to clarify library needs for a large meeting space. It will be included in the program revisions and identified as a multipurpose area.

J. Russo will get original blueprints, provided by M. McCaw, converted to PDF so that they can be made available online for firms interested in submitting proposals.

M. McCaw will make contact with the Trustees of the First Congregational Church to inform them of discussions of the Library Building Committee and present preliminary site plans for the expansion.

M. McCaw will update and compact the program details and distribute to committee member for review.

4.0 New Business

The draft Scoring Matrix was discussed. Discussion focused on the assignment of points to various criteria. Committee members felt that some needed to be weighted more than others. A revised matrix will be made for approval at the next meeting.

A special meeting will be scheduled for Tuesday, February 5 at 7:00 in the Library Meeting Room to finalize the RFP and approve it to be sent out to bid.

5.0 Public Comment

None

6.0 Adjournment

Motion made by Margaret McCaw and seconded by Alicia Wayland to adjourn at 8:30 PM. Vote: Yes (4) Motion carried unanimously.

Respectfully Submitted,
Cynthia Mello, Committee Member