

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Special Meeting
Tuesday, February 5, 2013**

MINUTES

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

Absent: Vincent Shea, Charles Westbrook

1.0 Call to Order

Chairman James Russo called the meeting to order at 7:02 PM.

2.0 Final Review of RFP related to Professional Architectural Services and Library Building Committee approval to go out to Public Bid

Committee reviewed Draft 5 of the RFP. All changes were accepted as made according to previous discussion. Chairman Russo stated that the Library Building Project RFP is on the Board of Selectman agenda for Tuesday, February 12, 2013 for final approval.

The committee set the following tentative timeline, dependent on BOS approval:

Release of RFP:	Monday, February 18, 2013
Mandatory Prebid Meeting:	Thursday, March 7, 2013 @ 10:00 A.M.
Proposals Due:	Thursday, March 21, 2013 @ 3:00 P.M.
Special Meeting of LBC:	Thursday, March 21, 2013 @ 3:30 P.M. at Town Hall for bid opening
Regular Meeting of LBC:	Wednesday, March 27, 2013 @ 7:00 P.M. at Town Hall to begin review process and select firms for interviews
Interviews of Finalists:	April 3 @ 5:00 P.M. at Town Hall
	April 4 @ 5:00 P.M. at Town Hall

The bid package will include: RFP, 1967 drawings, 1973 addition drawings, site schematic, town sketch of septic system, and draft architectural program.

Motion made by A. Wayland, seconded by J. Culp, to approve the revised RFP and bid packet to be presented to the Board of Selectman for approval and release. Vote: Yes (6). Motion carried unanimously.

3.0 Adjournment

Motion made by C. McCall and seconded by M. McCaw to adjourn at 7:52 PM. Vote: Yes (6). Motion carried unanimously.

Respectfully Submitted,
Cynthia Mello, Committee Member