

**MEETING NOTICE
TOWN OF LYNNFIELD**

Town Clerk Date Stamp

Board/Committee Name: Library Building Committee

Day/Date: Tuesday, April 28, 2015

Time of Meeting: 7:45 PM

Location: Public Library

AGENDA

CALL TO ORDER:

- Chairman calls the meeting to order with a roll call
- Chairman informs attendees that the meeting operates under MA Open Meeting Law

NEW BUSINESS: Objectives for Next 30 Days

- Approve Minutes of 4/16/15 meeting
- Approve final OPM RFQ for release
- Approve Remote Meeting Policy
- Select Vice-Chair for Committee

Next meeting date: Wednesday, May 6, 2015

Adjournment

Lynnfield Library Building Committee

Minutes

April 28, 2015 – 7:45 p.m.

CALL TO ORDER

Russ called the meeting to order at 7:50. Present: Nancy Ryan, Chris Barrett, Russ Boekenkroeger, Chris Mattia, Heather Sievers and Ted Caswell.

1. **APPROVE FINAL OPM RFQ FOR RELEASE:** Russ stated that the purpose of this meeting is to approve releasing the RFQ for OPM.
 - Nancy said it will be published in the Goods and Services Bulletin tomorrow if approved. All publicly advertised projects in the state are listed in this bulletin.
 - Heather raised a question pertaining to a list of sub-consultants on page 17, second bullet from the bottom of the page. Ted said he would strike that and correct it to the respondents "current and projected workload".
 - Russ made a motion to release the RFQ for OPM. Ted seconded the motion. The committee voted unanimously in favor.
 - Russ clarified that the only voting members of the LLBC are the committee representatives. Russ, Chris Mattia, Ted, Steve, and one more member (not yet appointed) are the voting members of the LLBC. It was suggested that someone from the group of mothers who are active in Town would be an asset to this committee.
2. **APPROVE MINUTES OF 4/16/15 MEETING:** Russ made a motion to approve the minutes as written, seconded by Heather. All voted in favor.
3. **APPROVE REMOTE MEETING POLICY:** Russ raised the topic of adopting the Remote Meeting Policy from the Commonwealth of Massachusetts website. In the case of someone being unable to attend the meeting due to geographical distance (or 4 other less likely situations) the committee can hold a conference call with the physically absent member(s). A quorum of voting members must be physically present.
 - Russ asked if someone would like to act as the Vice-Chairman in his absence, to be in charge of the meetings. It was decided that Chris Mattia and Ted will alternate in this capacity.
 - Russ made a motion to approve the Remote Meeting Policy, seconded by Heather. All voted in favor.
 - A meeting will have to be held while Russ is away in May. If Nancy receives the documents by May 18th she will get them out to the committee right away. The

- prospects will have to be reviewed and ranked by May 22. Russ will make up an evaluation spread sheet, and fill it in with the respondents as they come in.
- Nancy sought and received clarification that the contract for the work will be executed by the Town, although the LLBC will have done the research and negotiated everything before then.
 - The next meeting of this committee will be held on May 21st at 6:00 p.m.

Russ made a motion to adjourn the meeting, seconded by Heather. The committee voted in favor and the meeting was adjourned at 8:10 p.m.

Respectfully submitted by
Gail Rober, secretary