

Thomas Memorial Library Building Committee
Minutes February 6, 2014

In Attendance: Jeff Shedd, Kate Williams-Hewitt, George Morse, Jay Scherma, Greg Marles, Molly MacAuslan, Martha Palmer, Mike McGovern, Frank Governali, Jim Walsh, Dick Reed and Cynthia Loebenstein

1) Call to Order 5:05 p.m.

2) Approval of Meeting Minutes from 1-23-14.

3) Reed and Co. Discussion: design stages, schedule & attendance.

Dick Reed and Cynthia Loebenstein discussed and answered questions regarding Stages of Design.

Cynthia provided a draft handout of their meeting dates with the LBC, Planning Board and Town Council February 6, 2014 thru July 14, 2014. Each meeting has specific topics that will ensure the project progresses to make the milestones needed for success. See Draft Proposed Thomas Memorial Library Project Schedule.

Planning Board Workshop March 4: Dick, Cynthia, Molly and Jim will meet with Maureen in a pre meeting to review specifics for the March 4 Planning Board Workshop. The format is called the Pre Application Process Workshop.

Dick reviewed the preliminary plans that were developed in the LPC and showed other examples of details that would be provided to the LBC as the milestones are made. More refined plans will be provided by Reed Co. as the work becomes more specific with feedback and input from LBC, appropriate Cape Elizabeth Departments including Technology, Schools, Planning Board, Library Trustees, Transportation, Town Manager, Building and Maintenance Manager to name a few. The LBC will meet with Reed and Co. on a two week schedule with the focus on Schematic Design thru March 20th, Design Development thru May 15th, Final Drawings & Construction Documents thru July 10th and Pricing the July 24th. The LBC will concurrently schedule meetings throughout this time frame.

Discussion of how LBC can communicate each step of the process to ensure that citizens stay informed and active in the process was discussed. Ideas are listed below with examples from other communities:

- Yarmouth had 18 small meetings to keep people involved and informed Website Contact
- Durham New Hampshire did a nice job sharing plans on website
- In Library have feedback forms
- In Portland the architectural drawings were mounted in the library and the public were able to place sticky notes right on with their comments
- Members can write articles for the Courier

4) Discussion of Use of Construction Manager

Jim shared his research and provided a handout with feedback. He asked 5 communities about their experience with Construction Managers and General Managers. Preference for a Construction Managers Model was found. Jim mentioned recent articles that can be shared about property values in relationship with the building of libraries.

Dick agreed with Jim's research and prefers using a CM, and believes that the customer gets the most for their money.

Mike stated that formally the LBC needs to recommend a CM at large to the Town Council.

The hiring process of the Construction Manager will be an open process. A subcommittee will be formed and citizen(s) with relevant experience may be asked to join the committee. Reed and Co. will be invited to join interviews. The sub-committee will follow the process used by the LPC when selecting an architectural firm. The LBC make a recommendation to the Town Council for a CM.

The RFP will be sent to Mike McGovern and the sub committee will review all applications after the deadline of submission and set up interviews after February 24th.

Reed will provide some guidance to the subcommittee with suggested questions to ask the CM respondents.
Reed provided a list of possible Construction Managers:
Zachau, Wright Ryan, Langford and Low, Landry French, Allied Cook, H.E. Callabren, Littlefield

Molly will give an update on the work of LBC to the Town Council on Feb 24th.

5) Reed and Co. Discussion: Fundraising Needs and Opportunities

The architects will provide some information from their experience with other libraries' fundraising efforts.
Molly and Martha will give updates to The Library Foundation. George Morse and Martha stated that it would be helpful to set up a presentation from LBC and Reed Co. for the Library Foundation soon to align work.

6) Other Business: Reed Posed Question to the Committee: What is the identity of Cape Elizabeth and how (or) should the design of the TML reflect this identity?

Answers:

Farming, outside, respect of Cape's heritage

Light and Space

Mirroring the Scott Dyer building

Cozy, enduring materials that is of high quality so we do not need to replace soon

Not a strip mall

Welcoming

Open to people of all ages...valuing all ages. Not putting adolescents and children in basement

Cape values history and our past as well as New England's past. Keep the outside representing our past, yet design the inside to be open and light with flexibility.

John Calvin Stevens is a major influence in the community.

Landscaping is important

Natural, native, and durable materials

Renovation must look to the past and the future

Preserving the past and the future...Brunswick Library reflects the mix of the past and future

Good stewards for the library and the community. Need to be forward thinking.

Respect for the Scott Dyer Building. Important buildings in town are the town hall, library, and middle school (facade).

Want the library to last and stay relevant for the next 25/30 years with technology and building material

Children's garden has the correct entrances and exits for school and public

Land Trust input

No Strip Mall

Challenge is how to tie in with our community buildings

7) Sub Committee Reports

a) Outreach and Input: Articles and Community

Jim, Martha, and George will continue to build scheduled communication strategies between LBC, Foundation and Trustees. This should include setting up a joint meeting between Library Trustees, Foundation, LBC and Reed Co. Molly offered to write articles and invited other members to also write formal updates.

b) Transition Team will meet on Monday, February 10th at 4:00 and February 28th at 4:00 to review Needs Request. A Library Transition Space Planning document will be forthcoming.

8) Field Trip to Gray Library will be planned for Mid March. We will discuss what questions we need to answer in our viewing the newly opened library. Jay will call Auburn and Gray with possible dates around March 17 and March 24.

9) Reed's Proposed Meeting Dates : See document attached

Full LBC Next Meeting date : Feb 11, 2014 @ 4pm

Transition Plan Meeting date : Feb 10, 2014 @ 4pm

Town Council Meeting update by Molly Feb 24th @ 7 pm

Planning Board Workshop March 4, 2014 at 7pm

Meeting adjourned 7:07