

TOWN OF NEWINGTON

LIBRARY RENOVATIONS/ADDITION PROJECT BUILDING COMMITTEE

May 3, 2016

TOWN HALL –CONFERENCE ROOM L100

SPECIAL MEETING MINUTES

- I. Call to Order – The meeting was called to order by Committee Chairperson Newell Stamm, Jr. at 7:00 PM.
- II. Roll Call – Members present: Newell Stamm, Jr, Chairperson; Laurel Goodgion; Maureen Lyons; LeeAnn Manke; and Dave Nagel (arrived at 8:21 PM). Others present: Lisa Masten, Library Director; Dave Langdon, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation - None.
- IV. Approval of Prior Meeting Minutes – Ms. Lyons made a motion that the minutes of the April 5, 2016 meeting be approved as presented. A second to the motion was provided by Ms. Manke. The motion passed unanimously by a vote of 4 YES to 0 NO.
- V. Election of Vice Chairperson – Ms. Lyons made a motion to nominate Laurel Goodgion as Vice Chairperson of the Committee. A second to the motion was made by Ms. Manke. The motion passed unanimously by a vote of 4 YES to 0 NO.
- VI. Review and Discuss Feasibility Study Consultant Proposals – The Committee had invited two firms to submit proposals to conduct a feasibility study of the library’s Description and Assessment of Space Needs. Both firms responded but each one took a different approach. The Committee discussed both proposals at length. The fees proposed were greater than what the Committee wanted or had anticipated. The Committee determined that it did not wish to pay the fees proposed or to develop a new space needs report. Mr. Baron was directed to request an amended proposal from each based on a reduced scope of services. The reduced scope of services would eliminate three of the original items requested: Building Addition/Renovation Marketplace, Marketing Strategy, and Organization & Staffing. Any other items that the Committee felt needed clarification would also be requested from each individual respondent. The revised responses will be distributed by e-mail to the Committee upon receipt. The Committee will then decide if it needs to meet to discuss the amended proposals further or if it will issue an invitation for interviews later in May. Mr. Langdon recommended that

the figures regarding the cost of the project received from the Consultant be developed by an engineering firm.

- VII. Any Other Business Pertinent to the Committee – The Committee will attempt to hold interviews prior to the Memorial Day weekend at a location that has Skype capability, either the Lienhard Room at the Library or Room L101 at the Town Hall. Mr. Baron will also reserve a room for the Committee’s normal meeting date on the first Tuesday in June.
- VIII. Public Participation – John Bachand, 56 Maple Hill Avenue. He was interested in finding out how the Committee felt about the concept of having one building that included both the Town Hall and the Library.
- IX. Response to Public Participation – Mr. Stamm thanked Mr. Bachand for his comments. Mr. Stamm would like to know where this has been done before.
- X. Adjournment – the meeting adjourned at 8:28 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services