



TOWN OF HOPKINTON  
Permanent Building Committee  
Fire Department Meeting Room 2nd Floor  
Thursday, September 23rd, 2010  
7:00 PM  
DRAFT Meeting Minutes

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**Board Members Present:** Laura Barry, Michael Dawley \*, Marie Eldridge, John Ferrari \*, Miguel Linera \*, Scott Richardson

\*permanent members

**Attendees:** David Daltorio (Town Engineer), Rowan Hussain (Director - Library), Brian Main (Project Manager), Phil O'Brian (architect), RJ Dourney (Board of Selectman), Todd Cestari (BOS), Michelle Gates (BOS), John Mosher (BOS), Ben Palleiko (BOS) 7:45, Norman Khumalo (Town Manager)

**Members Absent:** Robert Scomaci \*, Michael Dimascio \*

**Distribution:** Attendees, Geri Holland, Ann Click, Stewart Roberts (Architect)

**Documents Presented:** D1 No build option Pros and Cons, Hopkinton Public Library Feasibility Study 9-20-2010, Letter of Intent

### Meeting Minutes

1. Approval of September 9, 2010 meeting minutes
  - a. Motion to approve by: Ms. Eldridge
  - b. Second by Mr. Richardson
  - c. Voted in favor: All
2. Goals of Joint working session and introductions
  - a. The current status of the library was reviewed discussing the current services of the library as well as the history leading us up to the current point in the grant process. The board of selectman acknowledged receiving updates regularly over the last few years.

3. Briefing of discussions with MBLC
  - a. The grand process was discussed focusing on parking and the necessary size of the building. The building size standards were discussed by the architect and both in terms of the desired square footage of the building and the amount of parking spaces that would be required to support that function
4. Review of building plans for sites for the benefit of BOS
  - a. The possible sites were reviewed for the library including 0 Claflin place, the current location, Center School, and the possibility of a new building behind Center School.
  - b. The limitations and benefits of each location were discussed principally focusing on the library reconfigured in its current location and a new building behind Center School. The current location presents limitations on both the possibility of expanding the building as well as the limitation of available parking. The benefits of the current location include continued use of a visible central location. The proposed location moves the library from the more visible center of town but allows for a better configured building with the opportunity for additional parking.
5. Discussion of “no build” risks
  - a. Operating costs of both options were discussed including past and present funding sources available to the library as well as the costs that the town was assuming by purchasing the building. Also discussed were the current limitations on ADA accessibility issues that will need to be addressed at some time. Programmatic and functional limitations were discussed as well as requirements for the library to remain in good standing with the state.
6. Review of Letter of Intent with BOS
  - a. The requirements for the letter of intent were reviewed as well as the timeline for submission. The timeline for the grant was discussed.
  - b. A motion was made to support the location of the preferred site, is behind Center School.
    - i. Made by Mr. Richardson
    - ii. Second by Ms. Eldridge
    - iii. All voted in favor
7. Master Plan
  - a. The need for a master plan was discussed regarding the possible future uses of Center School as well as Town Hall was discussed. Parking limitations and past parking studies were discussed and the possible implications of limited parking at the current location and the possible impact of parking as to the likelihood of receiving the grant. It was also discussed that the desire to have these in place conflicted with the timeline for the grant application and that although it would be ideal if master plans were in place but there was the need to move forward with the grant.
8. Update on Designer Contract and Meetings with Town Departments
  - a. Meetings with other town departments have started and would continue throughout the process.
9. New Business

- a. The board reviewed the evaluation of possible firms for the envelope repairs at town hall and will interview three firms at the next meeting.
- 10. Motion to adjourn Mr. Linera
  - a. Second: Mr. Dawley
  - b. All voted in favor