

## Permanent Building Committee

Meeting Minutes for Thursday, August 12<sup>th</sup>, 2010

### Present at meeting:

John Ferrari, Permanent Building Committee (PBC)  
Miguel A. Linera, PBC  
Michael DiMascio, PBC  
David Daltorio, Town Engineer  
Rownak Hussain, Hopkinton Public Library (HPL)  
Scott Richardson, HPL  
Laura Barry, HPL  
Marie Eldridge, HPL  
Brian Main, Owner's Project Manager

### Agenda:

Vote for RFQ for Schematic Design  
Feasibility Study Discussion  
General Business  
Adjournment

### Documents presented at meeting:

RFQ for Architectural Design and Engineering services for Schematic Design Phase of the HPL expansion project.  
Hopkinton Public Library Expansion Project, Cost comparison Chart,  
Hopkinton Public Library Expansion Project, Site selection summary and  
Hopkinton Public Library Expansion Project, Evaluation criteria summary for preferred Site Selection, all prepared by Brian Main.  
Hopkinton Public Library, Library square footage by population

### Meeting start time 6:15 pm

#### First Item: RFQ

David Daltorio, Town Engineer presented the RFQ for Architectural Design and Engineering services for Schematic Design Phase of the HPL expansion project. Afterwards questions and comments were brought up regarding the RFQ. The PBC agreed to require applicants to have former Library projects expertise as part of their qualifications requirements.

There were questions or comments regarding language and minimal revisions were issued to the document.

The Permanent Building Committee (PBC) voted unanimously in favor to submit the RFQ with said amendments.

**Next Item: Cost Comparison Chart.**

Brian Main, Owner's Project Manager presented this cart.  
Comments were made to add to this matrix existing and or future operating costs from the Library to be added to each option as needed.  
This document will remain as a "Draft" while additional information is researched and added or revised.

**Next Item: Evaluation criteria summary for preferred Site Selection**

Comments were made on pros and cons per site, items were added or removed.  
This document will remain as a "Draft" while additional information is researched and added or revised.

**Next Steps:**

PBC to meet again on Thursday, August 26, 2010 at 5:00pm, location to be determined

**Meeting close: 9:30pm**