



TOWN OF HOPKINTON
Permanent Building Committee
Fire Department Meeting Room 2nd Floor
Thursday, October 21st, 2010
7:00 PM
Meeting Minutes

Board Members Present: Michael Dawley *, John Ferrari *, Miguel Linera *, Scott Richardson, Michael DiMascio *, Robert Scomaci *, Laura Barry

*permanent members

Attendees: David Daltorio (Town Engineer), Rowan Hussain (Director - Library), Brian Main (Project Manager), Stewart Roberts (architect), John Mosher (BOS),

Members Absent: Marie Eldridge

Distribution: Attendees, Geri Holland, Ann Click

Documents Presented: Submission Task List, MBLC funding formulas, Funding formulas – Regs, Timeline

Meeting Minutes

1. Approval of October 7, 2010 meeting minutes
 - a. Motion to approve by: Mr. DiMasco
 - b. Second by: Mr. Scomaci
 - c. Voted in favor: All
2. Schematic Design Update
 - a. Stewart Roberts (Architect) reviewed the latest of the schematic design drawings. The architect presented two different schematic designs. The board discussed various attributes of each design such as day lighting, relationship to parking, view sheds, and building orientation.
3. Summary of PB and CIC meetings and follow up as necessary

- a. The CIC were presented the funding schedules. The board reviewed funding options as well as the schedule.
 - b. The Planning Board was updated within the last week. Concern was expressed about the future use of the existing location of the library, the need for master planning as well as the drivers and constraints schedule.
4. Task List – assign tasks
 - a. Mr. Main presented the Task List. The board reviewed the cost estimates for grant purposes.
5. Public presentations format planning
 - a. The chairman will introduce the meeting and the architect will present the latest update on schematic design. Ms. Hussain will prepare a handout for the meeting to address frequent questions that have arisen.
6. Review Schedule
 - a. There will be an informational meeting held October 28th, 2010 at the Fire Department due to a scheduling conflict on Tuesday the 26th. The purpose of the meeting is to allow the architect to update the public on preliminary design options and to solicit public feedback.
 - b. The board reviewed the timeline noting November 3rd the architect will meet with Library staff not November 1st.
 - c. November 5th there will be an informational presentation to the Senior Center
 - d. November 9th the board will update the BOS on the current status of Schematic Design.
 - e. The board will review with the other town boards following the update to the BOS.
7. Review Estimates/Funding
 - a. The board reviewed the preliminary MBLC Funding Formulas as presented by the OPM
8. Library New Business
 - a. The board discussed how best to announce and promote various upcoming meetings. Mr. Linera and Mr. Richardson will work together on promoting upcoming meetings.
9. Adjourn Library business
10. Town Requirements Planning
 - a. The board was updated on the exterior of the Town Hall and the upcoming work to stabilize the roof.
11. Adjourn
 - a. Motion to adjourn: Mr. Linera
 - b. Second: Mr. Scomaci
 - c. All voted in favor: All