

**ROCKPORT SELECT BOARD  
MEETING MINUTES  
TUESDAY, JANUARY 5, 2016  
4:00 P.M.  
ROCKPORT TOWN OFFICE  
RICHARDSON ROOM**

Present: Chair William (Bill) Chapman, Vice-Chair Kenneth McKinley, Tracy Lee Murphy, and Owen Casas. Geoffrey Parker was absent. Also present: Richard C. Bates, Town Manager; Jan Rosenbaum, Chair of the Ad Hoc Library Planning Committee (AHLPC); Joseph Sternowski, (AHLPC); Ann Filley (AHLPC); Ben Blackmon, Interim Library Director; Cate Monroe, Chair Library Committee; Lynda Clancy, press; and members of the public

- I. CALL MEETING TO ORDER – Bill Chapman, Chair called the meeting to order at 4:05 p.m.
- II. AD HOC LIBRARY PLANNING COMMITTEE
  - a. Acceptance of Lynn Luzzi’s resignation

**Tracy Murphy moved to accept the resignation of Lynn Luzzi from the Ad Hoc Library Planning Committee. Kenneth McKinley seconded the motion. VOTE: 4 FOR – 0 OPPOSED**

Ken – do we need another member for the committee now that the number is even?

The Board did not feel that this was necessary.

Jan – most of the Committee members are not worried about an even number.

- b. Approval of performing a site survey of Memorial Park and borings of both Memorial Park and current library site at 1 Limerock Street

**Tracy Murphy moved to approve the performing of a site survey of Memorial Park and borings of both Memorial Park and current library site at 1 Limerock Street. Kenneth McKinley seconded the motion for the sake of discussion.**

Bill – we already had a survey for 1 Limerock Street. I have spoken to Rick regarding this project. Mike was going to get it started.

Rick – the survey work will cost \$1,100 and the test borings about \$4,000.

Ken – where will the money come from?

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Tracy – we do not have any snow at the present time so this might be the best time to get it done. Should we do it now or will we have to wait until April or May? We may need it sooner because of the timeframe we are working with for the RFQ.

Rick – we should have it done before going out to bid. We don't have to have it done before we make a selection. The assumption will be that they will have to deal with some ledge. The library budget is already stressed. We can find the money somewhere.

Bill – the Library Committee has money for development in the building fund. Will they agree to help with the costs?

Cate – at our last meeting the committee voted \$10,000 on the part of architects providing us with a conceptual design. These funds are for building a new library.

Jan – the most that we are talking about is \$6,000 for the cost from the RFP of four-five proposals.

Rick- we should stay away from RFP versus RFQ. It is confusing.

Tracy – the property belongs to the Town and if we want their money to pay for this we should ask them for it.

Ken – this is a gray area. The Library's responsibility is the policies and programs. We should not use those funds for the Town's project. The Town is responsible for the building.

Tracy – we cannot expect them to pay for everything. We need to take responsibility.

Rick – we have \$35,000 from last year and this year to pay for the current relocation expenses. To date, we have spent \$10,000 on renovations to the temporary building.

Cate – The Library will be paying for the increases of CMP and the phone bill.

Ben – it is a big drag. We need to pay for the old library building as well. It will no longer be heated when the oil runs out.

Rick – we are looking to drain and winterize the old building.

Owen – to bring us back on track. It potentially has cost us less for moving and we can find some money there to pay for these costs.

Rick – we can make it work.

Tracy –it would behoove us to instruct the Manager to come up with the necessary funds.

Ken – if we don't do the borings, the architects will factor that into their bids anyway.

Tracy – if we find a huge piece of ledge on Memorial Park, I would rather we have that information now instead of waiting until June to find out. It seems like a small amount of money to put into it now.

Bill – we already have a motion instructing the Manager to do the site borings and to find the money to pay for it. The survey will be on both Memorial Park and the current site.

**VOTE 4 – FOR – 0 OPPOSED**

c. Review and approve the Request for Qualifications (RFQ)

Bill read through the RFQ and while general, covers all of the points.

Jan – I wrote it with more detail, but went from eight pages to six pages. Do we want a motion and then fill in the blanks or do we want to fill in the blanks and then make a motion?

Tracy – I think that this is something that Rick needs to decide. It is administrative.

Jan –John Priestley put in the TBD for the dates as he thinks that they can float some.

Tracy – it is not wide open. It should be sometime in that month (February and the other one in March).

There was discussion on the time frame.

Tracy – Monday, February 1<sup>st</sup> would be good and to take that week to make a decision. On March the 8<sup>th</sup> will we need to give them more information?

Jan – I think that six weeks is plenty of time for us to pick three or four candidates.

They discussed having a special meeting on March 17<sup>th</sup>.

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The Board wanted to know when the candidates are given the \$1,500 and how much time do they need to come back to us with some results.

Jan – I would think that they could accomplish this by February 1<sup>st</sup>. You want all of the information back by March 17<sup>th</sup>, so that gives them plenty of time.

Rick – we need to make sure that John will be here.

Ken – if we approve the RFQ presented today, how long will it be for people to return a proposal to us?

Bill – most places can do this in a short time.

Rick – Mike has talked to Will Gartley. They can start in the next two weeks.

Tracy – I don't know when John will be back from vacation.

Ken – how many proposals do you think that you will have on the first go round?

Jan – I would think nine to twelve and we will knock it down to three. We can slice and dice without John here. We need him as an architect to tell us what we are doing wrong.

Bill – what if the RFQ is back by February the 5<sup>th</sup>? You don't need our blessings, we only need a report.

Jan – at some point in time you will want to make a final pick. The final selection will be on March 17<sup>th</sup>.

Rick – we can have the information from the borings by the first week in February, instead of assuming the answers we will know for a fact.

Ann – when you put the RFQ from the town, how long will it be posted?

Rick – usually one month.

The Board – the RFQ needs to go out by the end of this week.

Ken – we could move the first deadline to the last week in January. We can get the information to them without John being present.

Jan – I am worried that we are not giving enough time for any applicants to get a proposal back to us.

Rick – we have a list of applicants for all the firms that applied last time we did the renovations to the library. We will send them the RFQ.

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Tracy – we can get the information out by the 7<sup>th</sup> or 8<sup>th</sup>? Are you confident with three weeks?

Rick – we need to rely on John? I have texted him and asked him to do a conference call for our meeting tomorrow.

Jan – how long are we giving the firms to respond?

Tracy – why not stay with dates we have. We could have a meeting on March 17<sup>th</sup> to make the decision.

Rick – can we go to the 24<sup>th</sup> ?

Jan – I will be contacting John when I get home and let him know the outcome of this meeting.

Bill – Ken will be out of town at Maine Maritime on the 24<sup>th</sup> and will not be back until 6:00 p.m.

Ken – I will be back in time for us to meet at 7:00 p.m. if necessary.

Tracy – the committee will get back the concept plans and then they will present to us which firm they will propose. It will be difficult to coordinate all of the meetings for that week. We have Budget Meetings, Ad Hoc Library Planning Committee and Select Board Meeting.

There was discussion as to when the budget meetings will be. (Select Board the 14<sup>th</sup>, Budget the 15<sup>th</sup> & 16<sup>th</sup>, and Ad Hoc on the 17<sup>th</sup>)

Discussion of changes to the RFQ document. 1) twelve copies should also be emailed in a PDF version; 2) the choice will be narrowed down to 3-4 firms; 3) second paragraph on page 2 delete “to respond to an RFP”; and 4) third paragraph delete “After ten days.”

Jan – with three to four firms, it should only take two to three days to make a decision. They will come back to us with a space diagram not a building. I will let you know what John says. We need to give the firms the right amount of time to be able to make a proposal.

Owen – most of the information is boiler plate.

Ken – we should add the word municipalities and delete a question mark.

Bill – I am comfortable enough to take a vote and to give the committee permission to fill in the blanks.

Ken – I agree,

Owen – should add page 3 Twelve (12) copies “plus electronic version”, add the February date, page 3 second paragraph delete “to respond to an RFP”, page 3 paragraph three delete “After ten day,” page four delete question mark under specific questions 4<sup>th</sup> bullet to a period, and page 4 under specific questions bullet 5 add “and municipalities” after libraries.

**Kenneth McKinley moved to approve the RFQ as presented by the Ad Hoc Library Planning Committee (AHLPC) with the changes we have made tonight leaving latitude to the committee to fill in the dates in conjunction with the Town Manger. Tracy Murphy seconded the motion. VOTE: 4 FOR – 0 OPPOSED**

Jan – my computer is in Portland being worked on and I will get it back on Saturday.

The Board stated that we need the corrected RFQ sooner. Stacey can fix it for us.

d. Review and endorse certain documents for use by the Ad Hoc Library Planning Committee

- Podgajny needs assessment report
- CES Engineering report

Bill – I believe that the committee should have Steve’s report. It will give them the foundation as to how and why he made his recommendation.

Tracy – how are the reasonings between Steve and Ben’s rendering different?

Ben – I don’t know what Steve’s fundamental reasonings are. The report came out fairly similar.

Ken – it is kind of hard for us to endorse these documents. We can furnish them all to you.

Bill – you can have access to these documents.

Ben – my proposal is for over 8,000 square feet.

Tracy – I believe that Ben’s report is more useful than Steve’s report. Personally I believe that Ben’s report will help them understand where we presently stand.

Owen – all of these documents are public information.

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Tracy – I don't think that the information should be based on surveys that are from years ago, but ones from the last six to nine months.

Ken – My issue is that we voted on what the library committee recommended and not what Ben supplied to us.

Cate – can't you just endorse the information as supporting documents to help the committee?

Ken – it is difficult for me to endorse these reports.

Tracy – we need to endorse something. If not then we are falling down on the job. What Ben wrote is the supporting document.

Bill – what if we say we recommend instead of endorse. Yes these are supporting documents. The footage of the building is not set in concrete.

**William Chapman made a motion to recommend as supporting documents the three documents (Podgajny needs assessment report, Ben's report and the CES Engineering report). Tracy Murphy seconded the motion. Vote: 4 FOR – 0 OPPOSED**

e. Approval of funds for use by the Ad Hoc Library Planning Committee

Bill – where are the funds coming from?

Rick – we don't need to worry about that as the Library Committee has already approved those funds.

Bill – I guess that we don't need this item as it has already been taken care of.

f. Discussion regarding specific guidance to be given the Ad Hoc Library Planning Committee

Bill – I have given you a list of items over and above the mission statement and the tasks previously given to the committee. In June we will have the petition for 1 Limerock Street.

Owen – it is a really important date to get this on the ballot.

Beth Davis – I am a neighbor of the present library and wonder when I can share my concerns about a new building?

Jan – this committee meets every Wednesday at 11:00 a.m. They are public meetings and anyone can attend.

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Bill – there will be at least two public meetings for the public to give feedback to the Board. The Board will be as flexible as possible to accomplish getting something on the ballot in November. The building could be built up to the boundary of 3 Limerock.

Tracy – if we close Limerock Street and build over the sewer and water lines, who pays to move them?

Rick – the architect will know where the lines are and be able to account for it in their bid.

Bill – the building can be multi-story.

Jan – we need to know that the building can be expanded in the future if necessary. We will need to know how much as well. The site needs to be able to hold 14,000 square feet.

Rick – the existing site can hold 7,500 square feet.

Jan – where can a compromise be made? That site is sacred.

Tracy – the building needs to last for 15-25 years. It is important that it can increase 10-20%. The building needs to last longer than the bond.

Owen – what if the monument or the great oak tree is in the way? We need to plan for the future.

Ken – we have a report from CES Engineering that says we can put an 11,000 square foot building there.

The Board discussed space to expand and that it be flexible. The Committee needs to know what we expect.

Rick – it would be short sighted to have a building with no plans to expand. We should build with a plan to expand if we need to.

Ben – I have a ten year plan scaled by sections.

Discussion by Board on what expansion do we want in our plan.

Ken – agreed that we should plan to expand in the future. We need to think about the future architect.

Discussion that they do not want to concentrate on 1 Limerock Street. We also own Memorial Park.

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Owen – does this need to go before our Planning Board?

Pat Messler – I would ask that at the point you have a conceptual design you should get a quote from the architect and one or two builders on what it will cost for a new building.

Lynda – what are you hoping on putting on the ballot in November?

Bill – to approve the building of a new library, the size, on what site and the bonding of x dollars with funds of z from donations.

Rick – an amount of money will be asked for with a small portion bonded and the rest from donations.

Jan – we need to know what it will actually cost to build and furnish.

Pat M. – you can expect a builder will come up with a higher number than the architect. I know that this is all a little premature.

Bill – have we answered the Committee's questions?

Jan – yes

Bill – do we want to provide additional tasks? See the second part of page two for my suggestions.

Tracy – expansion is an important subject. We need to express that.

Jan – my third item is that there are rumors that the Select Board have more must haves for us.

Ken – we should look into the whole redesign of the whole intersection. The Memorial monument may have to be moved.

Jan – you should put together your lists for us.

Tracy – we should vote on them as a Board.

Bill – we are now anticipating on holding a meeting on January 25<sup>th</sup>.

Tracy – are we going to come up with a list? We should come up with items and rate them like we do for our goals. We need this before our March meeting when we make our decision. What gets written down gets done!

Owen – we need to address staffing, building efficiencies and long term use.

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Ken – I have pared down my list to be consistent with the mission statement.

Rick – Ken can send his list to me and I will distribute it to the rest of you.

Ann – the public will want to know what is important.

Bill – Rick you can get it to us for our February meeting.

Ann - the biggest issues are size and the site.

III. ADJOURNMENT

**Tracy Murphy moved to adjourn the meeting at 6:10 p.m. Kenneth McKinley seconded the motion. VOTE: 5 FOR – 0 OPPOSED**

Respectfully submitted,

LINDA M. GREENLAW  
TOWN CLERK as RECORDING SECRETARY