

# Rockport Public Library Ad Hoc Planning Committee

## Meeting Minutes

January 6, 2016

### Opening

The meeting of the Rockport Public Library Ad Hoc Planning Committee was called to order at 11:02 am on January 6, 2016 in the Richardson Room by Jan Rosenbaum. Rosenbaum determined that with five members in attendance, that the committee did have a quorum (five voting members).

### Present

Voting Members: Eric Denney, Ann Filley, Jan Rosenbaum, Stephanie Kumble and Tracy Murphy, Joe Sternowski, and Heather Mackey.

Absent: Erik Frederick, Ben Blackmon

Guests: Town Manager, Richard Bates, two members of the public

### Agenda:

Committee approval of 12/23/2015 minutes with a correction of the spelling of John Scholz's name.

Announcements:

- Ann Filley to act as secretary for this meeting

### New Business-Agenda

- **Public Contact Working Group**
  - Membership in the sub-committee will consist of Heather Mackey, Eric Denney, Ann Filley and Stephanie Kumble
  - Group will work closely with newly forming Building Capital Campaign committee
  - Public Contact Working Group will have first meeting on 1/13/16, following scheduled AHLPC meeting
- **Select Board Comments on RFQ**
  - Approval by Select Board on meeting of 1/06/16 of final submission of RFQ (changes and suggestions outlined at that meeting)
- **Select Board Comments on clarification memo**
  - SB wants the AHLPC to continue work towards preparing for RFQ and warrant article in November election.

- Focus on providing information to community on work of AHLPC prior to citizen's initiative on June 2016 ballot.
- The SB needs to be updated on work of AHLPC, not approve each step
- The AHLPC can make use of the following documents: Library Consultant's report (Podgajny June 25, 2015) <http://www.rockport.lib.me.us/rockport/resources/Final%20Report%20062315.pdf> and CES Engineering Study (also located on Rockport Public Library website/future planning)
- Library Committee presentation to November 5, 2015 Select Board Special Meeting
- Mission statement of planning committee-using the 8,750 sf (usable space) as size and combined lot (Limerock street and Memorial park)

Further discussion

The committee discussed a list of concerns mentioned by Select Board, which had not been added to charge of AHLPC, but would be important when working with architects/planners. Member SK moved that the AHLPC request that the Select Board provide a ranked list of conceptual parameters by 02/08/2016 to the AHLPC to be considered as additional guidance to selected architectural firms. Approved by committee. Additional discussion resulted in the committee creating own list for next meeting, which will be sent to the Select Board-added to tasks for next meeting.

In addition to approved SB documents (listed above) the committee can also read the library director's space/needs justification working report. The director used the guidelines and size recommendations from the National Institute of Building Sciences. It was noted that the director's space/needs justification provides room for growth and the logic behind that growth. This report can also be found on the library website:

<http://www.rockport.lib.me.us/futureplanning.asp>

• **Timeline for RFQ**

- Handout by committee chair:
  - 1/11/16 RFQ Published
  - 2/08/16 RFQ's due back by 5:00 pm.
  - 2/15/16 AHLPC selects 3-4 firms
  - 02/16/16 Firms, notified, basic documentation sent
  - 03/14/16 Concepts and documentation due by 5:00 pm.
  - 03/16-3/17 Presentations by firms
  - 03/23/16 AHLPC selects winning firm
  - 03/24/16 AHLPC presents to Select Board

Further discussion

Town manager (RB) confirmed that site survey of Memorial Park and borings of the combined sites are in the process of being scheduled and could have completion date in the first week of February.

Post RFQ will need to include information about Union, Central streets and Russell Avenue. Limerock does not include MDOT consideration. Safe passage between the new library and the opera house and downtown will be important focus for architects.

- **Suggestions for other committee work areas other than SB mission**
  - Public working group
  - Public Presentation
  - LC Capital Campaign
  - Other ideas to be discussed
- **Meeting schedule reexamination**
  - Weekly Wednesday meeting will be kept in place for now (11:00 in the Richardson Room) and meetings will be individually canceled as needed.
- **AHLPC distribution list and comments**
  - Chair indicated that the distribution list has grown beyond the voting members. It is important to note that no committee discussions should be done via email-those are to be done at meetings. Jan will send out approved documents to growing list when required.

#### **Committee Tasks:**

- Suggestions of what this committee should be doing and concentrating on while the RFQ is in process
- Creating working document of list of concerns (conceptual parameters) for next meeting
- First meeting of Public Working Group

#### **Adjournment**

**Meeting was adjourned at 1:00pm by Jan Rosenbaum. The next general meeting will be at 11:00 on January 13, 2016, in the Richardson Room, town office.**

Minutes submitted by: Ann Filley

Approved by: AHLPC committee 01/13/2016