

Chester Library Building Committee
Special Meeting, May 6, 2014
Page 1 of 2

1. Call to Order

The Chester Library Building Committee held a Special Meeting on Tuesday, May 6, 2014, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Denny Tovey, Terry Schreiber, Chuck Mueller, Lois Nadel, Richard Harrall and Linda Fox. Chairman Tovey called the meeting to order at 7:15 PM.

2. Finalize RFQ

Chairman Tovey noted the main purpose of this meeting was to finalize the Request for Qualifications for Architectural Services. It was decided this should be broken down into two phases - 1) whatever is need for the Grant application, and 2) a full blown design. Chairman Tovey will work on the language for the 2 phases. There was also discussion whether to mention anything about a future Community Center in this RFQ. It was decided this RFQ was just for the Library. It was also agreed there should be coordination between the two committees - Library Building Committee and North Quarter Park Master Plan Committee.

Square footage and space needs program were reviewed. Linda Fox noted the new space needs program should be in hand before a consultant is on board.

There was discussion regarding the deadline for submission of required deliverables in time for town approval and Grant. It was decided it was not necessary to mention LEED in this RFQ.

The RFQ was reviewed in detail -

- I. Project Background
- II. Required Information
- III. Selection Process

Chairman Tovey noted he will redraft the RFQ this evening and send it out for any additional members comments. He will then forward it to First Selectman Ed Meehan.

3. Work on Library Planning and Grant

Linda Fox noted she will be meeting with Pat Holloway next week to review the space needs document. She also noted Peggy Carter-Ward has offered to help with the technology plan. It was noted the building plan will come out of the space planning document. Linda noted she had emailed a copy of the 2014 Library Grant application to all members. She reviewed some of the data required on the Grant application.

There was discussion about how many people come in to the Library on a daily basis, how many use the computer and how long they stay on

Chester Library Building Committee
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Page 2 of 2

it, etc.

The shortlist interviewing process was reviewed.

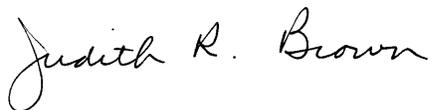
There was discussion as to whether someone from the Energy Task Force Committee should be on the Library Building Committee.

4. New Business - none.

5. Adjournment

**Motion by Schreiber, second by Harrall, to adjourn at 8:30 PM.
Voting in favor - Schreiber, Harrall, Mueller, Nadel, Fox,
Tovey. Opposed - none. Motion Carried.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown".

Judith R. Brown, Recording Secretary