

Meeting Minutes

Project: Dighton Public Library
 Meeting Date: 11-Apr-16
 Meeting Time: 6:30pm
 Next Meeting Date: TBD

Attendees:

- ✓ Jocelyn Tavares Library Director
- ✓ Ron O'Connor Library Trustee
- ✓ Alison Cembalisky Library Trustee
- ✓ EveMarie Cabral Library Trustee
- ✓ Lorie Van Hook Dighton Library
- ✓ Britt Grealish-Rust Dighton Library
- ✓ Joanne Racine Volunteer
- ✓ Melissa Babey Volunteer
- ✓ Zack Lapointe Volunteer
- ✓ Dan Pallotta P3, OPM
- ✓ Rob Todisco P3, OPM

Initial Date	Responsible	Status	Description
4/11/16	P3	In Process	Project Update/Next steps: Advertisements for the Designer Services will be published April 20th. A walkthrough will be scheduled for April 27th, and the proposals will be due on May 4th. P3 will coordinate RFP distribution and will help evaluate proposals when received.
4/11/16	P3	In Process	P3: General Schedule: Following the Designer Selection process, the design team will be tasked with evaluating the existing library building to determine the feasibility of doing an addition on site. P3 shared a schedule which reflects the critical dates per MBLC (Mass. Board of Library Commissioners) guidelines and rules.
4/11/16	Team	Noted	Alternative Site Approval: Pending the outcome of the existing library building study, the board of trustees may consider seeking Town approval at the June 2016 Town Meeting to amend the Feasibility Study services to another site. The Town will also need to seek approval of the Schematic Design documents at the October 2016 Special Town Meeting (per MBLC requirements).
4/11/16	P3	Pending	Public Outreach: P3 recommends beginning the public outreach process after we have begun the study / design process with the selected design team. P3 will issue regular "Newsletters" for which can be published on the Town/Library websites, and distributed by hand. More details will be revealed to the public as the design progresses.
		Noted	Next Meeting: TBD. The Board will need to meet following the Designer proposal evaluation process, likely the second week of May 2016.

These minutes have been reported as understood by the writer. Should you note any inaccuracies or omissions, please notify this office promptly.