



Meeting Minutes

Project: Dighton Public Library
 Meeting Date: 19-Dec-16
 Meeting Time: 6:30pm
 Next Meeting Date: 12/27/2016 tentative

Attendees:

- ✓ Jocelyn Tavares Library Director
- ✗ Ron O'Connor Library Trustee
- ✓ Alison Cembalistry 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
- ✓ Drayton Fair - LLB Architects
- ✗ Mallory Dempty - LLB Architects
- ✗ Kathleen Bartels - LLB Architects
- ✓ Jenn Duczowski - Friends

Initial Date	Responsible	Status	Description
12/19/16	Committee	Noted	Meeting opened at 6:30pm. Previous Minutes from November 7, 2016 reviewed. Motion to approve minutes made by Britt seconded by Lorie, Minutes approved unanimously.
12/19/16	LLB	In Process	Design Update - LLB is working through interior design comments made by Roe Waltos on 12/15/16. Comments include some program organization, bathroom numbers, site lines and misc tweaks. Following a discussion, LLB will add a restroom on the second floor to be designated for the staff, and will work on incorporating a janitors closet. Parking: LLB presented two parking lot schemes. Following a discussion, the committee and P3 agreed that the scheme which had a total of 19 spaces was the more cost effective option.
12/19/16	LLB	Noted	Construction Estimate - The first pass of the construction estimate was received this morning by LLB and P3. At this time, LLB and P3 need one more week to review the numbers before presenting them to the committee. P3 recommend meeting next week to review the estimate and total project budget /grant calculations.

P³

Date	Project	Planning Professionals	Notes
12/19/16	P3	Closed	Geotechnical Survey - The geotechnical work was completed and the report was submitted by the engineer. The report will be included in the Grant Application.
12/19/16	Team	In Process	General Updates - Jocelyn has continued to work through the application. P3 and LLB will provide assistance with the spreadsheets regarding costs, SF and collection totals. P3 recommends getting on the next BOS meeting agenda in order to provide a full update to the board including design and projected costs.
12/19/16	Committee	Noted	Meeting Adjourned at 7:25pm. Next Meeting: 12/27/2016 6:30pm (tentative).

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