

**Town of Weymouth
Massachusetts**

Robert L. Hedlund
Mayor
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**MINUTES
Library Construction Committee
December 11, 2017, 7:00 pm
Tufts Library, Jones Room (1st floor)
46 Broad Street
Weymouth, MA 02188**

Members Present: Nicholas Bulens (Chair), Robert MacLean (Vice Chair), Cathy Torrey, George Berg, Mark Jennings, Jennifer Barrett Siegal, Rebecca Barbara, Diana Flemer, Matthew Tallon, Dennis Corcoran, John MacLeod

Absent: Ted Langill, TJ Lacey

Recording Secretary: Janet P. Murray

Mr. Bulens called the meeting to order at 7:05 pm.

1. Welcome and Introductions

Mr. Bulens opened the meeting and asked committee members to introduce themselves. After introductions, he stated that this committee is an advisory board which has been formed to assist the Office of the Mayor in design and construction of the new Tufts Library. The committee was established by Mayor Hedlund, and Town Council has been notified of its membership. The Mayor has designated Mr. Bulens as Chair and Mr. MacLean as Vice Chair.

2. Project Road Map Discussion

Mr. MacLean, Library Services Director, gave an overview of the project's history and future phases. He stated that the grant application process began in February of 2016. The application was submitted in January of 2017. In July of 2017, Weymouth was awarded a \$12 million grant. The Town will pay \$21 million for a total project cost of \$33 million. The anticipated ground-breaking is the fall of 2018.

Mr. Bulens stated that forms, plans, and other project materials are available through the committee's website.

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3. Owner's Project Manager (OPM) Selection Process

Mr. Bulens reviewed the process for hiring an OPM and emphasized that during this process, only qualifications and experience will be taken into consideration. The cost of the OPM contract is not to exceed \$700,000.

Committee members were asked to submit a scorecard and checklist for each OPM response by December 22, 2017, either electronically or in paper form. Electronic copies may be sent to nbulens@weymouth.ma.us. Hard copies may be delivered to Mr. MacLean at the Tufts Library.

The Town will announce three (3) final OPM candidates on December 28, 2017. Finalists will be interviewed on January 4, 2018.

4. Open Meeting Law (OML) Guide

Mr. Bulens reviewed where members could access OML resources. He further reviewed the use of email in relation to the OML. Mr. Bulens stated that members should not "reply all" when emails are sent to the full committee. Specifically, opinions on committee business should never be sent out to a quorum of members. A quorum for the committee is seven (7) of the thirteen (13) members.

Ms. Flemer added that texting and Facebook posts can also be problematic and reminded members to be cautious with what they post online or write in texts.

5. Meeting Schedule

The next meeting will be Thursday, January 4, 2018, in the Town Council Chambers.

Meetings will generally be held on Monday evenings.

6. Resident and Community Comment

None.

Adjournment

Mr. MacLean made a motion to adjourn at 8:20pm and was seconded by Ms. Torrey. UNANIMOUSLY VOTED.

Approved:



Nicholas Bulens, Chair

01/08/18
Date