

Upton Town Library Board of Trustees  
Upton Town Hall  
August 3, 2015  
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:05 p.m. The Library Trustees in attendance were: Charlotte Carr, Fran Gustman, Judith Katz, Joseph McMahon, John Minnucci and John Robertson, Jr. Others in attendance were: Matthew Bachtold, Library Director and Bill Taylor, Chairman of the Library Feasibility Committee.

A motion was made "to accept the agenda as printed." This motion was seconded and was approved unanimously.

A motion was made "to accept the Secretary's minutes of July 6<sup>th</sup> as amended." This motion was seconded and was approved unanimously.

A motion was made "to accept the Treasurer's Report as printed." This motion was seconded and was approved unanimously.

A discussion was held regarding the source of money from which to pay bills submitted by the designer of the Joint Library/Council on Aging building. The MBLC has suggested that bills incurred from design work on the library portion of the building be paid from the state money such as the Mass Public Library Grant. Items that come under the heading of the COA should be paid for by money that comes from the town. It is unclear if the architect can break down work by COA/Library. A suggestion was made to use a percentage of square footage to account for the time used by the designer to work on the library vs. time used to work on the part designated for the COA.

It was noted that in the Joint Library/COA proposal, 15,000 square feet will be designated for the library, and 8,000 square feet will be designated for the COA.

A motion was made "to change the Feasibility Committee's official title back to its original name, "The Joint Library/Council on Aging Feasibility Committee." This motion was seconded and approved unanimously.

The Library Board of Trustees agreed to let the Chair of the Feasibility Committee oversee the budget for the OPM's services to keep the project within the specified budget. Once \$13,000 is expended, the OPM will charge hourly for services provided. Bill Taylor, Chairman of the Feasibility Committee will review the contract and will work with the OPM to bring the cost under control.

The status of the Requests for Site Proposals was presented. The Committee received three responses to the RFP:

1. The Pedersen Family Trust  
6.5 acres  
\$750,000
2. The Maplewood Cemetery Association  
\$900 monthly for 99 years
3. Centennial Court  
1 acre  
\$750,000

It was also noted that Kevin Lobisser contacted Selectman Fleming regarding the possibility of exchanging Lobisser's property at 149 Main Street (3.5 acres) for a parcel of town land.

The Committee will look at the first three properties, as well as town owned property, and will look at the viability of each. The Committee will work with the designer on up to four sites.

At its July 21, 2015 meeting, the Designer Selection Committee voted to recommend to the Library Board of Trustees the following three finalists for providing designer services. The rankings were unanimous.

1. Tecton Architects
2. LLB Architects
3. Abacus Architects and Planners

A motion was made "to authorize the procurement officer of the town to negotiate with the designer on the prioritized list as recommended by the Designer Selection Committee, in an amount not to exceed \$35,000 from the Planning and Design Grant Funds. The Selectmen must approve this choice in order for the procurement officer to proceed with negotiations." This motion was seconded and approved unanimously.

Matthew presented a proposal for an app for the Upton Town Library, designed by Brian Wotton, owner of "App Time."

A motion was made "to fund \$675 for the app set-up and \$95 monthly for one year for maintenance. The funds will be obtained from the State Aid account." This motion was seconded and approved unanimously.

A motion "to adjourn the meeting at 9:03 p.m." was seconded, and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will take place on Monday, September 14, 2015 at 7:00 p.m. in the Upton Town Hall downstairs meeting room.

(Please note the Trustees' September meeting was subsequently changed to Wednesday, September 9, 2015 at 7:00 at the Upton Town Hall.)

Respectfully submitted,  
Charlotte Carr, Secretary  
Upton Town Library Board of Trustees