

**Town of South Berwick, Maine
Building Action Team
Proposal Review Subcommittee
Minutes
September 8, 2008
Town Hall**

Present: Tom Harmon, Mark Gagnon, Brad Christo, Fred Wildnauer, Dave Stansfield – Building Committee; Jim Fisk, Economic Development; Jean Demetracopoulos, David Burke, Michelle Kareckas – Town Council; Mamie Anthoine Ney – Library.

Minutes from the August 25, 2008, meeting were accepted. It was recommended that all Town Councilors be put on the distribution list. The update to the 2001 library building program is being done by library consultant Cheryl Bryan from Falmouth, Massachusetts, and will be completed by the end of the week. The Friends of the South Berwick Library are underwriting the cost of the update which is estimated to be \$600.

Tom Harmon opened the meeting. Based on the Committee members' review and scoring, six firms are to be interviewed for the St. Michael's feasibility study. They are: Barba & Wheelock (Portland), Harriman Associates (Auburn/Portland), JCJ Architecture (Hartford/Boston), Reed & Company (Portland), Tappe Architects (Boston), and WBRC (Bangor/Portland). Interviews will be held on September 23rd and September 24th from 3PM to 7PM. Each firm is allotted one hour for its presentation and questions. There will be a half-hour break between each interview.

The firms will be sent a packet of information. The packet will include a history of the process, sketches from previous library proposals, selected parts of the previous library building program, the structural study of St. Michael's done earlier this year, appropriate site maps, Maine DEP letter regarding site constraints, the Building Committee's report, a letter from the Town Council to the St. Michael's neighborhood, and minutes from the library building focus group held in the Spring. A cover letter will state that the process is time sensitive and that the findings will be incorporated into the upcoming budget process. The firms will be asked to address how they see the process going forward, sustainability issues, and possible funding mechanisms.

There was a discussion of how much planning should be done for the budget process for this coming year in terms of funds needed to keep the building process going forward.

Attested by: _____
Mamie Anthoine Ney

Accepted: September 29, 2008