

Minutes -August 16, 2023

Present: Karen Cardillo, Carol Sperling, Ed Hayes, Don Lowe, Rick Hudson, Joan Laucius, Laura Jagodzinski

Absent: Dave Seegers; Tim Beatty

The meeting was called to order at 6:09pm.

Karen moved to approve, through unanimous consent, the minutes of the July 19th meeting with one typo corrected. There was no objection, and the minutes were approved.

Chairperson Karen opened the discussion on the three architect interviews held over the last two weeks. Each Committee member commented on the firms' capabilities and their presentations. Karen stressed the need to show a record of vetting each firm equally and all the way to the end of the selection process. All agreed, and this began a discussion on vetting, the importance of continuing to follow our selection criteria matrix, and in our next steps to ask for financial information from each firm.

It was noted that the committee is also waiting on quotes for the preliminary renderings and also quotes for the working renderings from each firm. Laura mentioned that one firm had already included a summary of its fees, that the other two firms did not. Joan made a strong case for the usefulness of a construction manager and she used the success of the Sherman Library project as an example. This was met with general agreement from the committee at hand, but that decision will await until we get further into the process.

Karen suggested that we interview one more architect. She felt it showed, among other positive aspects, necessary diligence on the committee's part. Discussion followed including satisfaction with firms already interviewed and avoiding to needlessly delay the committee's project. Ultimately, the committee decided in its next steps to interview at least one more architect. Don is charged with setting this up. To this point, Joan suggested that we look to the same firm that the Sherman Library expansion used: Tuthill and Wells. Don agreed to call that firm.

Karen reviewed the next steps before the next meeting, which is slated for September 20. They are as follows:

1. Karen will contact the firms interviewed and ask for financials
2. Don will schedule at least one more architect for an interview

Meeting was adjourned at 7pm.

Minutes respectfully submitted by Don Lowe.