

Bradford M. Field Memorial Library Ad Hoc Committee Meeting Minutes
April 27, 2023

Present: Richard Nathhorst, Silas Ball, Judy Todd, Ann Ferguson, Kari Ridge

Absent: Don and Sara Robinson, Maureen Ippolito, Anne Schuyler, Kathy and Van Stoddard,

Visiting: Carol Heim

Pat Duffy did not attend the meeting.

The meeting began at 7:55 p.m. because of technical difficulties with the Zoom link.

Richard: Next week, the people from Tighe and Bond will be doing the wetlands survey so two or three weeks after that we'll have a report. I have made up a big copy of the plot plan and will put it on a poster board to have at the Town Meeting on Saturday. The deeds will also be on the poster board. I will give them a progress report if people ask for one.

At this point an email with the new Zoom link was sent to Carol Heim and the Stoddard's.

Ann: If the Stoddard's don't come, we don't have a quorum.

We waited for other people to join the meeting. Carol Heim joined the meeting as a guest.

Ann: How long do you think the wetlands survey will take?

Richard: They said it will take a few days. It will be done by the end of the week of May 2nd. (Richard read the email from Tighe and Bond...see below). They should be able to provide a memo within a few weeks of summarizing the results. The other thing is, since Carol is now with us, the Finance Committee stole our zoom and I didn't have the heart to kick them off. We've got you here and that's good. Thanks to Carol's help, we got a hold of the study that was done for the Leverett Craftsman & Artists that was always recommended as a model by the CPA as an historic architectural survey. I have a copy of that checked out from the library and I've talked with Margie. I am in the process of writing the RFP for the survey and if we can get that awarded as soon as Tighe and Bond finishes their piece of the work I can give the Tighe and Bond report and the survey report to the architect that gives us the best price and we'll get that underway and we'll have all of our data. I'm getting excited about that and look forward to getting that put together. We do have on the warrant for town meeting \$1,000 for oil so we will be able to start the winter with oil and I've been assured that if that runs out the town will add to it. That is good news. We are in fact reestablishing the Field building as a piece of town property and getting the town to pay for it. As I understand it, there is about ¾ of a tank of oil right now.

Ann: I have a suggestion since we don't have a quorum. We should think about putting the next meeting on the 18th of May so that we have all the facts with us and can do something.

Richard: I read you Zack's email "within a few weeks".

Kari: You could reach out and let them know we have this meeting.

Richard: I deal with enough consultants to know that they will do it when it comes up on their schedule. But I will push them. I'm so happy to have it underway.

Kari: It's right at the right time of year. It's perfect.

Richard: It could not have been better so we should get a really good wetlands survey and that will inform the architect. The cost for the architect needs to be \$20,000 or less because that is what we have left, but it should be good for the 800 square foot building. Once we have the report of the wetlands and from the architect, we should be really on solid ground. I want to thank everybody here because everyone has contributed in getting these proposals out from the town and get the

Kari: I want to thank you, Richard, because you've done the heavy lifting on this.

Richard: Quite frankly, this type of thing is what I do for UMass. It's not new to me. The only thing I had to learn about putting these out for this job was getting it in the format that Margie wanted. At UMass we would have sent this to a number of architects and asked for proposals. Because of the way the town does business, I am going to send it to three firms and not anyone else. That is how Margie wants to do it. As long as we follow her instructions then they go right through.

Silas: If one or two don't reply will we need to send the proposal to other architects?

Richard: As long as I get one response, we can go ahead. That's a fairly standard thing for the three bidders rule. (Richard explained the difference between how UMass handles proposals and the Town of Leverett handles proposals.)

Ann: On the 18th, I have a possible conflict. Could you please let us know before the meeting whether the Tighe and Bond paperwork comes in.

Richard: My suggestion is that we not meet until Tighe and Bond survey is done. The architects won't be able to do a full report without the Tighe and Bond survey. The architects will be able to go through the whole building at this time of year, there won't be issues because of snow around the building. I think we are making progress and I'm grateful to the Robinson's for buying the dehumidifier.

Richard: Unless anyone has anything else, we could adjourn. I don't want to keep people.

People said their goodbyes. Richard encouraged us to fill out the energy survey that was mailed to us by the UMass Clean Energy Extension Service.

Meeting ended at 8:15 pm

Email from Zach at Tighe and Bond

From: "Zachariah P. Chornyak" <ZPChornyak@tigheBond.com>

Subject: RE: Leverett: 1 Shutesbury Road

Date: April 27, 2023 at 12:31:20 EDT

To: Richard Nathhorst <nathors@umass.edu>

Cc: Marjorie McGinnis <townadministrator@leverett.ma.us>, Emmett Lollis-Taylor <ELollis-Taylor@TigheBond.com>

Richard/Margie,

We have scheduled the wetlands delineation for May 2 next week. We should be able to provide a memo within a few weeks after that summarizing the results.

Do you happen to have the CAD file you can share for the attached survey that was completed?

Thanks,

Zach