

ABR
Ramsdell Memorial Library
Housatonic, MA
PROJECT REPORT

October 6, 2009

Attended by:

| NAME | POSITION | PHONE | E-MAIL |
|------------------|--|------------------------------------|--------------------------------|
| Joe Sokul | DPW Great Barrington | 413-528-0867 | jsokul@townofgb.org |
| Anne Just | Library Director | 413-528-2403 | ajust@townofgb.org |
| Dawn Barbieri | Asst. Library Director | 413-274-3738 | ramsdellpublic@hotmail.com |
| Patricia Mullins | Berkshire Regional Planning Commission | 413-442-1521 x17 | pmullins@berkshireplanning.org |
| Chris Rembold | Town Planner, Great Barrington | 413-528-1619 x7 | crembold@townofgb.org |
| Ken Best | DRA Architects | 860-687-1850 Cell: 860-221-9806 | kbest@draws.com |

Regarding: Initial Meeting
Prepared By: Ken Best
Meeting Date: October 6, 2009

Next Meeting: Tuesday, October 27, 2009 at 4:00pm at Fire House in Housatonic.

PLEASE REVIEW AND PROVIDE RESPONSES WHERE INDICATED

| Item: | Discussion: | Resp: |
|-------|---|-------|
| 1.1 | The project needs to be completed for December 30 th , 2009 to meet the grant requirements. This allows only three months to complete the work, which is considerably shorter than was originally intended. Best stated that he would still try and work with the schedule. However, it was agreed that Patricia Mullins would investigate what is required for an extension to the grant completion date. | PM |
| 1.2 | Progress to date: Most of the building has been measured and input into the CAD program, with the exception of the basement level. Surveyors have done research and were measuring at the site on October 5, 2009. They have been instructed to locate the faces of the churches to either side of the library. Best will forward start dates to Patricia Mullins. Best to receive a copy of the Zoning Bylaws. | CR |

| Item: | Discussion: | Resp: |
|-------|---|-------|
| 1.3 | Best will arrange a meeting with Mass Historic to review potential changes and strategies for the work. Anne Just will e-mail Best the name of her contact there. | KB |
| 1.4 | Recent work to the Library: Hazardous material abatement: December 2008. Interior painting and wall repairs: 2008 New Roof: approximately 5 years ago. Basement has been dry for a number of years. | |
| 1.5 | Known problems with Library: Putty is missing on most windows creating cold drafts in winter. | |
| 1.6 | Grant Requirements: Copy of initial grant application to be provided to Best. There are no specific grant requirements for specification, just compliance with Massachusetts bidding laws. | |
| 1.7 | Community Meeting: Scheduled for Tuesday November 17, 2009 in Old Elementary School gymnasium. Intent is to provide a status report of the CDBG, and to review barrier removal strategies. | |
| 1.8 | A handout will be developed by DRA and printed by Library. DRA will also produce posters that can be distributed around town and posted in the Library. | DRA |
| 1.8 | Next Meeting: To include Design Review Committee and will be an open meeting. To be held at 2:00pm, October 27, 2009 at the Firehouse. | |
| 1.9 | Future Meetings: Following October 27, all working meetings will be held every 2 weeks, on Tuesdays in the Fire House in Housatonic. | |

If attendees of the meeting disagree with this report or feels information should be added, please contact the author of this document within 7 days of the date issued (identified above).

CC: Those present plus:
Carlos Nieto, BDG
Brian Johnson, Hill Engineers
Kevin Leach