**Ballston Spa Library BOT Meeting 2/1/23**

**Meeting start: 7 pm**

BoT members met to discuss approval of architect Paul Mays suggestion for the following regarding fee to cover architectural assistance leading up to a more specific project or projects:

1. Have the BoT approve a retainer for now of $2,000, to act as a pre-approved fee allowance of roughly 12 hours of my time (my hourly rate is $165 per hour).
2. Paul will track any hours that I use to assist the BSPL for specific things, like meetings or assistance writing grant narratives, or getting grant pricing from contractors, developing graphics, etc.  Paul will not go beyond the 12 hours without prior approval, which would only come after discussing with the committee the need for more consulting to assist whatever tasks we have in mind.  Likewise, he would not invoice for any of the 12 hours not used.
3. Once a month, his office will invoice the Library (or village) for the hours used that month, and outline the aggregate hours both “used to date” and “remaining” in a summary, so that the Library always knows where we are against the retainer.
4. If a scope more specific than “general consulting or grant assistance” becomes clearer (eg.: a Phase I Project, or a building envelope improvement project, or a submittal to a governing jurisdiction), we will provide a specific proposal for that work, using a standard project agreement with a lump sum fee.

The BoT members voted to approve this coverage of architectural assistance and requested the library director (Andrea Simmons) submit it to the Village BOT group for approval at their next meeting.

Additionally, Library BOT discussed preconstruction planning.

L. Acee 2/2/23