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MEETING MINUTES

Project: Belmont Library
Belmont, MA

Meeting Date: August 6, 2019

Time: 7:00 PM

Meeting Location: Belmont Library – Flett Room

Meeting: Library Building Committee - #15

Report By: Alicia Monks

Attending: Clair Colburn, Chair
Sally Martin
Kathy Keohane
Stephen Sala, PBC
Heli Tomford
Marcie Schorr Hirsch

Peter Struzziero, Library Director
Bob McLaughlin
Conrad Ello, Oudens Ello Architecture
Noel Murphy, Oudens Ello Architecture
Phil Chang, Oudens Ello Architecture
Sara Eardensohn, Oudens Ello Architecture
Alicia Monks, Daedalus Projects

Absent: Steven Dorrance
Bart Nelson
Bob Schafer

Madeline Fraser Cook
Jenny Fallon
Steve Engler

Item

Action

- 15-1 Amended Meeting Minutes dated June 18, 2019 from the Library Building Committee meeting were approved. MOTIONED by Bob McLaughlin and SECONDED by Marcie Schorr Hirsch.
- 15-2 “Public Feedback” has been added to the agenda at the beginning as well as at the end of the meeting. This will allow an open opportunity for members of the public to comment or ask questions to the whole committee. The Chair of the Committee has the right to limit the comments or discussion.
- 15-3 The survey will remain open through the Meet Belmont event when additional survey results may be gathered. Peter will coordinate with Ellen Cushman to re-advertise the survey. Peter
- 15-4 There will be a purple heart ceremony at the library on August 7, 2019 at 10:00 AM.
- 15-5 Clair, Kathy and Peter met with Adam Dash and Bob Upton regarding the exterior memorial location near the front entry of the building. The prominent location visible from the street was well received. The memorial is intended to be a general memorial for all veterans for all wars. It is not intended to be a duplication of the existing memorial nor of the Clay Pit Pond memorial.
- 15-6 A schedule for the next several weeks was discussed:
- Tuesday August 27 – Meet Belmont – 6:00 PM at Belmont Day [note location change]
 - Tuesday September 10 – LBC meeting (review project budget and estimate)
 - Thursday September 19 (tentative) - Meeting of the 4 library entities (LBC, Friends, Foundation and Trustees) at 7:00 PM, Town Hall Room 4.
 - Monday September 23 (confirmed) – Select Board meeting – to present general update on the library project (Trustees, Building Committee, Foundation)
 - Tuesday October 10 – Community Meeting – The Schematic Design and project budget unveiling – 7:00 PM in the Library Assembly Room
- Meetings to review the SD documents will be set up with the various Town Agencies (TBD – but in advance of 10/10 meeting).
- 15-7 The cost estimate will need to include assumptions determined by the Building Committee about temporary library rent and CMR vs GC bidding. The reconciled estimate will include a range for escalation that reflects realistic project start dates.

APPROVED

- 15-8 The Belmont Citizen Herald and Belmontonian will be invited to the Community Meeting in October.
- 15-9 Oudens Ello reviewed some highlights of the SD Review Set that was circulated for review:
- The SD set includes floor plans, floor material plans, reflected ceiling plans, furniture plans, exterior elevations, structural framing plans and details, HVAC zones, civil and landscaping drawings. The exterior drawings show the base scope and indicate the pricing alternates. Outline specifications and narratives were also included in the review set.
- 15-10 Oudens Ello reviewed refinements to the plans since the last meeting:
- A trash room was added
 - The Friends' spaces are now connected
 - The staff break room is larger
 - The Welcome Desk is immediately across from the front door
 - Self check-out is near the main entry
 - Nursing mother's room was added to the Children's Room
 - The YA room is longer
 - The staff space on the second level was generally re-configured
 - One more unisex toilet room was added to the second floor
 - The quantity of study rooms increased to eight
 - The Claflin Room has been relocated to the southeastern corner of the building
 - An elevator stop was added to the mechanical penthouse level
- 15-11 Oudens Ello will create a list of the additions / changes from the 2017 Study to share.
- 15-12 A group led by Roger Colton is meeting on August 14th to discuss the possibilities of addressing the knotweed issue at the brook holistically. The Trustees will have someone attend the meeting.
- 15-13 The Library Trustees approved a policy in the fall of 2018 to address naming rights. They will review their policy against the newly approved town policy to assess if changes should be considered. The new town policy is not intended to cover the library but rather will address those facilities not covered by such a policy.
- 15-14 Kathy noted that she is involved with the library in Eastham as well. She reports that the Town loves their new library (designed by Oudens Ello) and the Town gives positive feedback from working with Oudens Ello. Kathy will reach out to ask for quotes which can be used to promote the Belmont Library project and its architects.
- 15-15 Invoice Approval included:
Oudens Ello had two invoices to approve: June invoice for \$10,351.86 and July invoice for \$27,447.60. Approval was MOTIONED by Sally Martin and SECONDED by Kathy Keohane.

Clair

OEA

The meeting was ADJOURNED.

Next meeting: Tuesday, September 10, 2019. Meeting will be held in the Gallery in the Town Hall Annex.

Reminder