

MEETING MINUTES

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TOWN CLERK  
BELMONT, MA

2019 OCT 23 PM 2: 31

**Project:** Belmont Library  
Belmont, MA

**Meeting Date:** September 10, 2019

**Time:** 7:00 PM

**Meeting Location:** Homer Building - Gallery

**Meeting:** Library Building Committee - #16

**Report By:** Frances Hughes

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

Peter Struzziero, Library Director  
Bob Schafer  
Jenny Fallon  
Madeline Fraser Cook  
Conrad Ello, Oudens Ello Architecture  
Noel Murphy, Oudens Ello Architecture  
Frances Hughes, Daedalus Projects

**Absent:** Steven Dorrance  
Bart Nelson  
Bob McLaughlin

Phil Chang, Oudens Ello Architecture  
Sara Eardensohn, Oudens Ello Architecture  
Alicia Monks, Daedalus Projects

Item		Action
16-1	Madeline Fraser Cook was introduced again as a new LBC member. She has expertise in securing sustainability funding and in community engagement.	
16-2	Three invoices were submitted for approval. <ul style="list-style-type: none"> <li>• Oudens Ello, September 2019 invoice for \$41,861.21. Approval was MOTIONED by Sally Martin and SECONDED by Bob Schafer.</li> <li>• Daedalus Projects, August 2019 invoice for \$4,000. Approval was MOTIONED by Sally Martin and SECONDED by Bob McLaughlin.</li> <li>• Expense from Staples (Sandwich board) for \$ 49.81. Approval was MOTIONED by Sally Martin and SECONDED by Madeline Fraser Cook.</li> </ul>	
16-3	Amended Meeting Minutes dated August 6, 2019 from the Library Building Committee meeting were approved. MOTIONED by Sally Martin and SECONDED by Heli Tomford.	
16-4	Conrad Ello reviewed the two project cost estimates. One estimate was prepared by Oudens Ello's cost estimator, A. M. Fogarty. The second estimate was prepared by the Daedalus Projects' Estimating group. The estimates were reconciled to reduce possible quantity variances. The reconciled estimates are within 5% of each other.	
16-5	Both estimates are based on a Spring 2021 construction start which could be achieved if Oudens Ello does not pause their design work. Conrad Ello noted that about 12 months is required for design completion.	
16-6	Conrad Ello shared a sampling of construction cost information from other public library projects of similar scale. These costs for these older Libraries (2015 to 2018) had not yet been escalated to 2021 dollars. Conrad will work with the estimators to refine that information, so an apples-to-apples comparison is possible. Notably, the Belmont's 2021 \$/SF estimates were below the escalated cost for Medford's new public library (2019).	Conrad
16-7	Conrad Ello also presented a preliminary comparison of the 2016 Feasibility construction cost estimate and the current cost estimates, based on the schematic design. The largest cost changes are related to escalation of construction costs, to program changes which increased the building square footage and to the use of high-performance glazing (window systems). Oudens Ello will continue to refine this comparison. LBC noted that using Total Project Budget numbers might be a better basis.	Conrad

APPROVED

- 16-8 Frances Hughes from Daedalus Projects presented a preliminary Total Project Budget which includes the anticipated soft costs for the Library Building project. Soft costs include the design costs, moving expenses, temporary quarters, contingency costs, utility backcharges and several escalation scenarios. The temporary quarters line item is large and based on a worst case scenario of possible cost (rent, utilities, etc) of using multiple satellite libraries while the new Library is being built. Escalation costs for construction starts of February 2021, April 2022, November 2022 and April 2023 were also provided. Madeline requested that a Communications Budget line item be added. Notably, the preliminary SD soft costs are proportional to the soft costs anticipated during the 2016 Feasibility Study.
- 16-9 It was noted that fundraising may be modest based on historical contributions and that fundraising may not be able to keep up with escalation.
- 16-10 A small group will meet to review the budget assumptions and further develop an appropriate narrative about the project history and current design.
- 16-11 A schedule for the next several weeks was discussed:
- Thursday September 19 - Meeting of the 4 library entities (Leadership of LBC, Friends, Foundation and Trustees), 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 1 at 7:00 PM, Flett Room– LBC meeting
  - 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 by Oudens Ello with the various Town Agencies (TBD – but in advance of 10/10 meeting).

The meeting was ADJOURNED.

**Next meeting:** Tuesday, October 1, 2019. Meeting will be held in the Flett Conference Room in the Belmont Public Library.

Alicia

Reminder