



RECEIVED
TOWN CLERK
BELMONT, MA

DATE: January 24, 2023
TIME: 2:37 PM

Project: Belmont Public Library

Meeting Date: December 13th, 2022

Time: 7:00 PM

Meeting Location: Zoom

Meeting: Library Building Committee

Report By: Jacob Zelikman

Attending: * Robert Schafer
* Robert McLaughlin
* Stephen Sala
* Marty Bitner
* Clair Colburn
* Christina Marsh
* Peter Struzziero (Library Director)
* Marcie Schorr Hirsch
* Heli Tomford
* Steve Engler
* Kathleen Keohane
* Sally Martin
Dave Blazon (Facilities Director)
Conrad Ello (Architect)
Noel Murphy (Architect)
Barbara DuBois-Hoag (public)
Elaine Alligood (public)

Jacob Zelikman / CHA
Tom Gatzunis / CHA
Jeff Birenbaum / CHA

Absent:

Laura Jolly /CHA

Item

1.

Approval of Meeting Minutes:

Minutes from 9.13.22 were approved; motion made by Robert Schafer 2nd by Robert McLaughlin.

Abstain Stephen Sala, Christina Marsh

Minutes from 9.19.22 were approved; motion made by Kathleen Keohane 2nd by Robert McLaughlin.

Abstain Christina Marsh, Marcie Schorr Hirsch

2. **Update:**

- Moving forward, Town vote has been approved

GENERAL

- LBC meetings are proposed for Tuesdays at 5pm. Need to determine which Tuesday of the month the meetings are to occur.
- There was a general discussion regarding Working Groups / Sub-Committees. It was decided that Working Groups of one to two Committee members would be used in lieu of sub-committees. Financial decisions (approval of invoices, working with town on funding sources) will be managed by Sally Martin and Kathy Keohane. Design decisions will be led by Clair Colburn. Other groups will be established as required.
- The preliminary schedule was reviewed for general planning purposes and is subject to changes/refinement as planning continues.
- Contracts to be finalized around the new year (beginning of 2023) Robert Schafer is working on contracts and will review with Town Counsel for final approval.
- Project costs will be re-estimated at targeted times during DD and CDs to enable the project team to track overall project costs.

DESIGN DEVELOPMENT (DD) Phase

- DD is scheduled for 6 months from ~January 2023 thru June 2023.
- Public forums will continue to be held during DD to allow time to implement the ideas from the community.
- A cost estimate will be provided by CHA during Design Development
- Meeting with the Authorities Having Jurisdiction (AHJ) DD phase

CONSTRUCTION DOCUMENTS (CD) Phase

- The Construction Document phase is scheduled for 6 months from ~June-December 2023.
- The CD cost estimate will be a joint reforecast by CHA and Odens Ello.
- Peter Struzziero and Kathy Keohane (Library Director and Trustees) are examining potential locations for temporary library space and storage. Target would be to leverage available and rent-free spaces for these activities as much as possible.
- Early planning outlines library services to move in the October 2023 timeframe. To be confirmed as the project progresses and as temporary locations are determined.

BID PROCESS PHASE

- Bid process for the new building is scheduled for 2 months and anticipated to begin in Jan 2024

EXISTING BUILDING DEMOLITION AND GROUNDBREAKING

- Demolition of the existing building may be considered by a separate contract. The Committee highlighted some of the benefits of this strategy and also noted some of the considerations: project schedule, and two bidding packages.
- Initial target would be to have the General Contractor to mobilize in March 2024
- Construction is anticipated to take place March 2024 with completion in spring 2025.
- Move in would occur during the summer 2025 and public opening in early fall 2025. This timing would allow contingency time if construction were delayed and also allows sufficient time for moving in and getting the building ready for the public
- CHA provided an overview of bid Protocols: prequalification of filed sub bids and General Contractors. Filed sub bid period is before the General Contractor bid period. Contract is finalized after General Contractor's bid.
- Kathleen Keohane to work with Stephen Sala to contact the Historical Society to share information on the project and high-level plans

3. Invoices:

- There were no invoices presented

4. Public Comment:

- From the public: Barbara DuBois-Hoag, member of the public stated that they were very pleased to see the project schedule and are looking forward to public forums. She also noted that she was pleased to see that the building committee is concerned with the water table.
- Meeting was Adjourned at 8:20PM. Motion made by Robert McLaughlin 2nd by Kathleen Keohane. Unanimously approved.