



**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: February 8, 2023
TIME: 8:56 AM

Project: Belmont Public Library

Meeting Date: January 17th, 2023

Time: 5:00 PM

Meeting Location: Zoom

Meeting: Library Building Committee

Report By: Jacob Zelikman

Attending: * Building Committee Members
 * 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)
 Mary Stearns (public)

Ellen
 Susan Lewis (public)
 Corinne McCue Olmsted (public)

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

Absent:

Item

1. **Approval of Meeting Minutes:**

Reviewed the 12/13/22 Building Committee Meeting minutes. Motion to approve the minutes made by Bob McLaughlin seconded by Steve Engler. Minutes were unanimously approved.

2. **Invoices:** There were no invoices presented

3. **Update:**

a. **Contract Update:**

- Bob Schafer is working on the Oudens-Ello contract and CHA contract amendment that will need to be approved by the Town.

b. **Financial Update:**

- Town Accountant will approve the contract and amendment. Kathy indicated that the change order best practices procedure was shared with CHA and Kathy/Clair and should be used and followed per town practices.

c. **Temporary Library Location Update:**

- Peter Struzziero- We are exploring spaces for the library services and for storage of materials during the construction phase either in town owned spaces or rental properties. A 'needs' matrix has been developed. The library is committed to offering programs and services during construction.

d. **Funding Update:**

- Cash flow forecast provided by Jeff Birenbaum shows funds needed to support project activities for the forthcoming 12 months. The project expenses will be covered by the privately raised funds. Funds held by the Belmont Library Foundation and the Trustees will be donated to the town to meet the funding needs. The first donation of funds will occur on January 23rd at the Select Board meeting.

e. **Hazardous Materials Proposal:**

- UEC proposal was shared and reviewed. UEC has worked in Belmont.
- Hazardous materials Proposal for UEC for \$5,800 to inspect and test for hazard materials to be included as a subcontractor to the designer Oudens-Ello contract which has not yet been finalized, will be amended to include this work. The scope of this inspection/testing for hazardous materials will include the pipe insulation, doors, foundation mastic, roof flashing and mastic as well as other components. The 1,000-gallon oil tank was removed from the site previously.

4. **Design Update**

a. **Design Development Schedule & Goals**

- Oudens-Ello presented the overall schedule. Six months of Design Development followed by five and a half months of Construction Documents was discussed.
- CHA and Oudens-Ello to have Design Development estimates done at the end of the 6 month Design Development phase in July. There will also be a 30% DD Estimate by CHA at the end of March.
- Community Forum meetings with the community to be scheduled. Potential timeframes to be the end of March and during the month of May.

b. **Program & Design Refinements**

- Refinement of drawings will be made based on the information gathered over the past few years:
 - Public feedback, changes to programming/staff operations, COVID lessons learned, larger adult collection size, shelving refinements, Schematic Design code review, and Schematic Design value engineering items to be incorporated into drawings.
 - Community comments included size of the building, open space, handicap parking needs, general parking needs, sensory considerations in children's

restroom, covered bike parking, outdoor working spaces, amount of glass (likes and feedback), stormwater runoff, brook water level consideration, round window from Belmont estate incorporation, outdoor chess tables. It was noted that the central large stair has storage under it.

- David Blazon indicated some rooms overlap with other town buildings. It was noted that the other meeting room spaces have restricted availability and often have custodial fees required thus limiting use by the public.
- The team discussed the need for more small group meeting spaces per feedback from neighboring communities.
- The OE team discussed the importance of low shelves to make the space feel open.
- The OE team discussed the importance of movable shelving that provides greater flexibility for library programs and functions.
- A number of spaces in the new building have been sponsored through generous donations. Kathy and Marcie to provide pertinent design elements with Oudens Ello.

c. Ongoing Consultant Work

- Talked about the possibility of using laminated wood timber instead of steel as it is a more sustainable structural system. This will be reviewed by LeMessurier – structural engineer.
- KMA is a new consultant to provide additional accessibility review and input.

d. Working Groups

- It was decided that the full Building Committee will meet every two weeks for January and February.

No design decisions were made.

5. **Public Comment:**

No comments from the public

6. **Adjourn**

- Meetings to be held every two weeks for the next 6 weeks.
- Next meeting will be a working group meeting on January 31st and then February 14 and 28th, 2023.
- Motion to Adjourn made by Bob McLaughlin seconded by Bob Schafer. Meeting adjourned at 6:35pm.