



**Project:** Belmont Public Library

**Meeting Date:** July 11<sup>th</sup>,  
2023

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**Time:** 5:00 PM

**Meeting Location:** Zoom

**Meeting:** Library Building Committee

**Report By:** Jacob  
Zelikman

**Attending:** \* Building Committee Members

Tom Gatzunis / CHA  
Alyssa Chatani /CHA  
Jacob Zelikman / CHA

- \* Robert Schafer
- \* Robert McLaughlin
- \* Clair Colburn
- \* Christina Marsh
- \* Marcie Schorr Hirsch
- \* Steve Engler
- \* Marty Bitner
- \* Kathleen Keohane
- \* Stephen Sala
- \* Heli Tomford
- \* Sally Martin
- \* Peter Struzziero (Library Director)
- Noel Murphy (Architect)
- John Branagan (Architect)
- Jenni Wilson (Architect)
- Marika Kobel (Architect)
- Jenni Wilson (Architect)
- Anne Paulsen (Public)

**Absent:** Conrad Elio (Architect)  
Lauren Pfindner  
Dave Blazon (Facilities Director)

### **1. Welcome Public**

A review of the building committee attendance and welcoming of the public.

### **2. Approval of Meeting Minutes:**

A review of the previous meeting minutes took place, summarizing the Commissioning process. CHA explained that there is time built into the end of the schedule where start-up and testing of equipment takes place before move-in. A third party will be solicited by CHA in a formal Request for Services. Marcie Schorr Hirsch asked if the Commissioning fee was included in the total project budget. Alyssa Chatani responded in the affirmative that the cost has been carried in the budget. A motion to approve the 6/13/23 Building Committee Meeting Minutes was made by Robert McLaughlin. The motion was seconded by Kathleen Keohane. The minutes were approved. Bob Schafer and Marcie Schorr Hirsch abstained from the vote.

### **3. Invoices:**

Sally Martin presented CHA's June invoice for services, valued at \$14,500. A motion to approve the invoice was made by Sally Martin and seconded by Bob Schafer. The motion was approved.

Oudens Ello's invoice for \$185,695.18 for design services, which is 100% of the Oudens Ello fee for the Design Development phase; all backup was confirmed and included in the invoice. The geotechnical report and hazardous material report was included in the appendix of the Design Development specifications. Bob Schafer questioned if the phase should be billed at 100% and the discussion continued with the scope of work being substantially complete. The clarification was made that Oudens Ello is billing 100% for their fee, but the consultants have remaining work left to bill for the Design Development phase. Further commentary and revisions will be addressed in the Construction Documents set. Noel Murphy discussed that the next deliverable is the cost estimate, which will be reviewed and reconciled by Oudens Ello and CHA. The motion was made by Robert McLaughlin and seconded by Sally Martin. The motion was approved. The Design Development set was issued electronically to the Building Committee by Oudens Ello and Noel Murphy requested comments by July 23, 2023. CHA will do a cursory review the documents.

### **4. Project Update:**

- The project team will be meeting with the Select Board on July 17, 2023 to make a motion to use the golden bowl for temporary contractor parking during construction.

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- There will be a meeting with the neighborhood for the Benton Library to be used as a temporary space. Kathy discussed that the Select Board meeting discussion will review the use of the Benton Library for the Children's services and other services will be at the Council of Aging. The staff will be housed at the Chenery. This is a positive for the project and the community as the team has worked together to find solutions.
  - Alyssa Chatani explained that CHA is having weekly check-ins with the Owner and the Architect. CHA is working on scheduling meetings with Historical Society, Belmont Media, Veteran's group, Fire Department/DPW, Belmont Light, and various other working groups. An Accessibility meeting recently took place discussing parking, signage, audible signals, and provisions within the design to make the building accessible to all. CHA discussed the cost estimating reconciliation meeting that is upcoming during the first week of August. The construction cash flow will be updated once the reconciled cost is delivered.

## **5. Design Update**

### 5a. Schedule:

- Oudens Ello delivered the Design Development set on June 30, 2023. Noel Murphy presented a milestone schedule. The Construction Documents phase has begun on July 1, 2023. The town approvals process is beginning in July. The Civil Engineer will be preparing for the Design Site Review process.

### 5b. Building Square Footage Comparison:

- Oudens Ello presented that in the 100% Schematic Design, the square footage of the building was 41,500sf. At 30% Design Development, the square footage was reduced to 39,050sf due to the site setbacks. At 100% Design Development, the square footage is 40,460sf based on the program requirements. Kathy Keohane asked for confirmation that there hasn't been any impact to the functionality with these changes and Oudens Ello confirmed that there has not been any impact. Oudens Ello will provide a summary of the square footage by program areas. There is a cost savings to the project with the reduction in square footage from Schematic Design phase to Design Development phase.

### 5c. 100% Design Development Deliverable:

- Noel Murphy reviewed the Drawing List and discussed the coordination between consultants that went into the Design Development deliverable. Noel presented the Reflected Ceiling Plan showing the ceiling material, heights, and fixtures. In the Construction Document phase, this drawing will reflect the sprinkler design. Noel reviewed the building elevations and explained that the brick specifications are included in the written document.
- Oudens Ello has been focusing on completing the millwork package which will include counter tops, circulation desks, and built-in shelving.

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- Clair Colburn asked a question regarding the window to wall ratio. Noel responded that they are staying under the 40% threshold by reducing the spandrel glass. The energy model is being run by the Green Engineer on the project and Noel will update the project team with more information.

#### 5d. Exterior and Interior Updates:

- Oudens Ello shared with the committee some suggestions for exterior finishes for the new library. Noel presented the brick colors and stated that the committee will have the opportunity to review samples in person. The multiple brick patterns and types presented were shown as examples from other projects. Noel also presented a high-pressure laminate product that resembles wood and is very durable.
- Noel presented the interior renderings of the library commons, explaining the addition of continuing the wood panels in the stairwell. The lighting model has not been fully reflected in the renderings yet. The information desk meets ADA requirements.
- Peter Struzziero made a comment that the Council on Aging and Disability Access Commission have requested a small folding seat at the top of the stairs if someone needs to take a break after walking up the stairs.

#### 5e. Food and Beverage / Grab-and-Go

- The Committee discussed having vending machines or grab and go offerings in refrigerators. Previously, the committee removed the cafeteria option but would like to continue to explore the grab and go concept. This will be an ongoing conversation and should be considered. From a project perspective, we should consider power and infrastructure needed for point of sale. The vendor would provide any needed refrigeration equipment as well as potentially other needed equipment. Peter asked that CHA provide input from other projects.
- Kathy Keohane noted that we should verify requirements the Board of Health.

### **6. Public Comment:**

Anne Paulsen is concerned with the vending/ grab and go as it may be a distraction to library patrons.

### **7. Adjourn**

- Bob McLaughlin made a motion to adjourn. Kathy Keohane seconded motion to adjourn. Meeting adjourned at 6:30.
- The next meeting will be Tuesday, August 8 at 5:00pm.