



Belmont Public Library Building Committee Meeting

Meeting Minutes Tuesday 11/14/23 at 5:00 PM
Zoom Meeting

Building Committee Members

Attending:

- Robert McLaughlin
- Steve Engler
- Christina Marsh
- Marty Bitner
- Kathy Keohane
- Stephen Sala
- Heli Tomford
- Peter Struzziero (Library Director)
- Marcie Schorr Hirsch
- Dave Blazon (Facilities Director)

CHA – Owner’s Project Manager

- Jake Zelikman
- Tom Gatzunis

Oudens-ello -- Design Team

- Noel Murphy (Architect)
- Manka Kobel (Architect)
- Jenni Wilson (Architect)

Others:

- Brian Iler (Public)

1. Welcome the public.

2. Approval of meeting minutes

10.11.2023 notes – The committee discussed that meeting minutes need to be presented to the committee in advance to allow time for review. It was discussed that at a minimum, meeting materials including minutes should be presented no later than 48 hours prior to a meeting. The committee postponed reviewing the minutes until the next meeting. Kathleen Keohane and Heli Tomford also noted that they will abstain as they were not at the meeting in October.

3. Invoices-

Oudens-Ello invoice for \$122,402.13 for design services was reviewed by the committee. Kathy led a discussion by stating she and the rest of the committee needs to understand these invoices before approving them and that the committee cannot be relying only on the Treasurer, Sally Martin. It was noted as well that the invoices were not distributed in time for the committee to review. There was further discussion on the importance of tracking invoices and spending is in line with budgeted amounts. Some discrepancies were noted on the supporting materials. Oudens Ello noted that they will amend these details in future submissions but did state

whether the charges were in line with the budget forecast. It was noted that the consultants have in fact completed more work than is represented in the invoices in front of the committee.

Kathy also expressed the importance of schedule, budget, and deliverables aligning, and that the committee should have a comfort level with these invoices and the project deliverables overall.

Bob McLaughlin made a motion to approve this invoice contingent on Sally Martin's review as she was not on this meeting. This was seconded by Kathy Keohane.

CHA Invoice for \$14,400 from September 30th to October 27th. It was noted that this amount is in line with previous invoices and had been reviewed and approved by the Treasurer in advance of the meeting.

A Motion to Approve these minutes by Kathy Keohane seconded by Marcie Schorr Hirsch.

4. **Project Update** – Tom Gatzunis from CHA updated the Committee with a project update, please see below.
 - **Demo Package:**
 - The demolition package is going out to bid on Wednesday 11/15 and is due Wednesday 12/6.
 - A site walk-through is scheduled for Tuesday 11/21 at 9:00am for potential bidders.
 - The contract award is expected to take place in mid-December.
 - The abatement and demolition contractors will have 60 calendar days to complete work from the Notice to Proceed depending on their ability to mobilize (tentatively January 2024 – March 2024).
 - **Prequalification:**
 - Per Mass General Law, since the library project is above \$10M, the project is required to go through the prequalification process. The Request for Qualifications has been issued and submissions are due on Wednesday 11/29. This will determine who the potential bidders are on the project and includes a review of their capacity to complete work, similar project experience, references, and more. CHA has done outreach to qualified General Contractors and Filed Subcontractors and encouraged them to submit qualifications.
 - **Town Approvals:**
 - The next Planning Board hearing is (today) Tuesday 11/14 where we are hopeful, we will see a vote and a decision after attending three prior hearings.
 - The Conservation Commission NOI has been submitted and the Stormwater peer review is in progress.
 - The project team is scheduling a walk-through with the Conservation Commission.
 - **Moving Services:**
 - The library closes on Wednesday 11/22 and the move is planned for the week of 12/4 – 12/12, for a maximum of 7 business days. The library website is up to date with temporary service offerings.
 - The three companies who submitted moving bids are Meyer, Wakefield, and Diamond, all of which are on the state bid list. We have reviewed bids and the recommendation is to award Diamond Relocation for \$171,500.00 (under budget). The second bidder was Wakefield Moving & Storage for \$199,720.00 and the third bidder was William B. Meyer for \$345,987.00.
 - **Community Meetings:**
 - The project team will provide a hybrid Community Update on Wednesday 11/29 at 7:00pm in the Select Board Meeting Room.
 - Celebration of Library Service, Past, Present & Future There will be a closing ceremony scheduled for Saturday 11/18 from 2:00-4:00pm all are welcome.
 - **Impacts to the budget:**

- The project team continues to track the impacts to the budget as we go through the Construction Documents Phase. The increases are due to the following items:
 - Stormwater: due to recent increased regulations compliance and design/engineering costs for stormwater management increased
 - Energy Code: the new energy codes require the use of more energy-efficient materials and equipment.
 - Inflation: cost estimators are carrying 6% annual escalation on labor and materials

5. **Design update** – The design team updated the Committee with a power point presentation. Revised renderings will be presented at the Community Update. This includes interior updates with a focus on the color pallet and the children’s room with the new location of the stained glass.

Marcie Schorr Hirsch thanked the design team for their hard work and said that the design is heading in the right direction.

Christina Marsh would like to see the details to be continued to be developed.

There will be a working group to help drive the details of the design for the Children’s room. This working group will be the project team and the following members of the committee: Clair Colburn, Christina Marsh, Kathy Keohane, Marcie Schorr Hirsch., Peter Struzziero (Library Director) along with some key library staff.

6. **Discussion of Authorization to spend under 10k** – Tom from CHA explained to the Committee the use and application of this authorization with Stantec’s example which showed the importance of keeping the project on schedule. A Motion was made to authorize Robert McLaughlin, Clair Colburn, and Sally Martin to be authorized to spend under 10K by Kathy Keohane and seconded by Marcie Schorr Hirsch.

Approval of Revised Stantec Proposal to review Storm Water Design- A motion was made by Robert McLaughlin and seconded by Kathy Keohane

7. **Professional Moving Services Award** - Robert McLaughlin made a motion to award Diamond Relocation with a clause that all insurance is put in place. This was seconded by Heli Tomford.
It was noted that Jennifer Hewitt wants to review the insurance information regarding books being stored at the moving companies’ facility. The Project Received 3 quotes. Diamond Relocation – \$171,500. Wakefield Moving and storage – \$199,720. Meyer – \$345,987.00.

8. **Public Comment** – None

9. **New Business** – None

10. **Adjourn-** Kathleen Keohane made a motion to adjourn the meeting at 6:45PM and was seconded by Robert McLaughlin.