



Belmont Public Library Building Committee Meeting

Meeting Minutes Tuesday 12/12/23 at 5:00 PM
Zoom Meeting

Building Committee Members

Attending:

- Sally Martin
- Steve Engler
- Christina Marsh
- Marty Bitner
- Kathy Keohane
- Stephen Sala
- Heli Tomford
- Peter Struzziero (Library Director)
- Marcie Schorr Hirsch
- Dave Blazon (Facilities Director)
- Clair Colburn (Committee Chair)

CHA – Owner’s Project Manager

- David Hurley
- Jake Zelikman
- Tom Gatzunis

Oudens-ello -- Design Team

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

Others:

- Brian Iler (Public)

1. Welcome the public.

2. **Personnel Update-** Bob Schafer is no longer with the Building Committee. The Committee thanks him for his years of services and bringing his expertise to the committee. Alyssa Chatani, Project Manager from CHA, is no longer on the project while she is on FMLA. Tom Gatzunis introduced David Hurley who will be filling in for Alyssa and will remain on the project.

3. **Approval of Meeting Minutes-** Kathy Keohane made a motion to approve the minutes from 10.11.23 this was seconded by Marty Bitner, and approved unanimously. Heli Tomford, Sally Martin, and Clair Colburn abstained as they were not in attendance at the meeting.

Marty Bitner made a motion to approve the 11.14.23 meeting minutes. This was seconded by Kathy Keohane, and approved unanimously. Sally Martin abstained as she was not in attendance at that meeting.

4. **Approval of invoices-** Bid docs online is a bidding software the project will use to streamline the bidding process. This will cost a total of \$6,000. A motion was made by Sally Martin and seconded by Marty Bitner to authorize this use. Sally Martin made a motion to approve invoice number #2320Z8-1 in the amount of \$4,500, this motion was seconded by Mary Bitner. Kathy Keohane stated that she is abstaining on principal. She understands that

this is a legitimate project expense however all expenses need to be authorized in advance of an invoice being presented to the committee and approved. All other members voted in favor.

CHA invoice for \$14,400 invoice #388440-07. Sally Marin made a motion to approve this invoice and it was seconded by Marty Biner. The Committee voted unanimously in favor.

Oudens-ello invoice for \$349,268.48 invoice #2801-10 including work from consultants and engineers. Sally Martin made the motion to approve this invoice, this was seconded by Marty Bitner. Clair Colburn abstained due to remote connection issues; all other members voted in favor.

5. **Discussion of add alternates-** Clair Colburn and Tom Gatzunis gave the committee an overview of how add alternates work in public construction in Massachusetts, explaining how you must accept the alternatives in the order they are listed. It was also noted that the green roof may be an alternate. There are no other alternatives at this time but add alternates may be presented in the future before the documents are released for bidding.
6. **Project update-** The Project has been approved by the Planning Board. The project is still awaiting approval from the Conservation Commission. The Conservation Commission is awaiting storm water 3rd party review which is in process.
7. **Proprietary Specifications-** Security cameras, card readers, and HVAC controls are being proposed to match other systems in town.

This will allow integration with existing systems. This will also have to be approved by the Select Board. A motion to approve these proprietary specifications was made by Clair Colburn and was seconded by Steve Engler, the motion was approved unanimously.

8. **Moving Bid approval-** Previously approved moving bid had to be rebid due to an ambiguity in the original bid documents which have since been addressed. The Project received 4 new bids. The lowest bid was the same company that was previously the lowest, Diamond Moving. Clair Colburn made the motion to approve the new low bid in the amount of \$184,700. The bid results are as follows: Diamond- \$184,700, Wakefield- \$189,720, and Meyer- \$347,987. This was seconded by Kathy Keohane with Steve Sala abstaining from a roll call vote due to connectivity issues - the motion was approved unanimously. Note the revised bid is an increase of \$13,200 from the original bid but remains below the budgeted amount.
9. There will be another Building Committee meeting next week to approve the demo bid. This will be on 12.20.23 at 6pm.
10. **Adjourn-** A motion to adjourn was made by Marty Bitner and seconded by Clair Colburn, the motion carried unanimously.