



Belmont Public Library Building Committee Meeting

Meeting Minutes Tuesday 1/23/23 at 5:00 PM
Zoom Meeting

Building Committee Members

Attending:

- 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)
- Bob McLaughlin
- Lauren Pfindner (Assistant Library Director)

CHA – Owner’s Project Manager

- David Hurley
- Jake Zelikman
- Tom Gatzunis
- Jeff Birenbaum

Oudens-ello -- Design Team

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

Others:

(Public)

1. Welcome the public.

2. **Meeting Minutes-** David Hurley shared the meeting minutes from the 1.9.24 meeting. There was a question regarding if members of the public need to be listed on the attendance sheet. After discussion it was agreed that their names will only be included in the body of the minutes if they discussed an issue. With this amendment to the minutes, Bob McLaughlin made a motion to approve the 1.9.24 minutes. Kathy Keohane seconded the motion. The motion carried unanimously.

3. Invoices-

Advertising- An invoice for legal advertising was presented as well as 2 legal advertising invoices totaling \$343.38 Kathy Keohane stated that these invoices are well within budget. Kathy Keohane then made a motion to approve these invoices. Bob McLaughlin seconded this motion. The Motion carried unanimously.

UEC- Hazmat monitoring - Discussion took place questioning whether this should be part of the Design Team’s base contract. Jeff Birenbaum from CHA, clarified that some costs for testing are carried as part of the base

contract, but monitoring hazardous materials removal during abatement/demolition is not part of the basic services as a line item. This work is dependent on the abatement contractor's schedule and the quantity of hazardous materials found. A hazardous materials study was conducted, but the testing is not able to determine all hazardous materials onsite. For these reasons, the cost for hazardous material abatement monitoring is captured and budgeted as an allowance.

The draft contract was presented to the Committee and discussed. Suggestions on how to amend the contract were made that would then make it suitable for the project.

Kathy Keohane made a motion to approve a contract from UEC for hazardous material monitoring during the abatement subject to the agreed upon amendments discussed and after review and approval from both Steve Sala and Bob McLaughlin. Marty Bitner seconded this motion. The motion carried unanimously.

4. **Schedule Update-** Dave Hurley updated the committee that the move out of the old library is complete. Surplus property and stained-glass windows have been removed. Due to new plumbing code changes, the construction document (CDs) submission has been pushed out 2 weeks. Demolition will start next week 1.29.23. Clair Colburn also gave a schedule update to the Committee regarding the ongoing efforts to achieve Conservation Commission approval as well as the Stantec stormwater peer review. This should be complete by next Tuesday. The next Conservation Commission meeting has not yet been scheduled yet.
5. **Cost Estimate-** CHA's cost estimating group has completed their estimate. The design team's cost estimating consultants expected shortly. Once this is received the estimators will need 2 days to level the estimate. Then the two groups will have a cost reconciliation meeting to compare the estimates. It is anticipated that this will all happen before the Building Committee meeting on February 6th.
6. **Move-** Kathy Keohane gave an update about how hundreds of thousands of items have successfully been moved out of the old library with just a few items remaining. She gave thanks to everyone that has helped make this possible.
7. **Design Update -** Noel Murphy shared with the group that changes to the design were made to respond to the new plumbing codes that went into effect 12/8/2024 . This resulted in the addition of single occupancy bathrooms on the second floor along with some minor modifications. These changes were reviewed and agreed upon with the library staff to ensure that they would be acceptable from a library operations perspective. Revisions will also be shared with Dave Blazon.
8. **Upcoming Meetings-** There will be a Building Committee meeting on February 6th to discuss the budget, estimates and potential add alternates. The Committee is planning on meeting monthly on the second Tuesday of each month starting on February 13th.
9. **Adjourn-** A motion to adjourn was made by Bob McLaughlin and seconded by Kathy Keohane, the motion carried unanimously.