



**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: March 7, 2024
TIME: 2:32 PM

Belmont Public Library Building Committee Meeting

Meeting Minutes Thursday 2/15/24 at 5:00 PM
Zoom Meeting

Building Committee Members

Attending:

- Clair Colburn (Committee Chair)
- Kathy Keohane
- Sally Martin
- Steve Engler
- Marcie Schorr Hirsch
- Marty Bitner
- Stephen Sala
- Bob McLaughlin

Others:

- Dave Blazon (Facilities Director)
- Lauren Pfendner (Assistant Library Director)
- Peter Struzziero

CHA – Owner’s Project Manager

- Tom Gatzunis
- Jake Zelikman

Oudens-ello -- Design Team

- Noel Murphy (Architect)
- Marika Kobel

Others:

(Public)

1. **Welcome the public-** Clair Colburn made an announcement that Heli Tomford will no longer be on the Committee. Clair thanked Heli for her involvement over the many years.
2. **Meeting minutes-** A motion to approve the meeting minutes from 2/6/24 was made by Bob McLaughlin and seconded by Marty Bitner. Kathy Keohane abstained as she was not there, otherwise the motion carried unanimously.
3. **Invoices-**
Oudens-ello- An Invoice for Oudens-ello dated February 10th, 2024, in the amount of \$138,999.25 was presented. A motion to approve this invoice was made by Bob McLaughlin and seconded by Kathy Keohane. The motion carried unanimously.

4. **Budget Update-** David Hurley with CHA indicated that there are no new changes to the budget, and we remain on budget. We will have more information once the bids are received.
5. **Schedule Update-** David Hurley also gave a schedule update showing what has been completed to date and what is upcoming. Dave also noted that the project is waiting for National Grid to disconnect the gas to the building. It was also noted that the project is still awaiting Conservation Commission approval.
6. **Design Update-** Noel Murphy shared the FFE schedule and budget (see attached). It was also noted that the project will be using furniture vendors and products off the Massachusetts state bid list.

A discussion took place about maintenance regarding the green roof. Kathy Keohane noted that there is no operating budget for landscaping. The Committee needs to better understand what is involved in maintenance of the green roof to decide on this alternate. It was also noted that we do not need to accept the alternate, even if the bids are on or below budget.

7. **New Business-** No new business.
8. **Public Comment-** No public comment.
9. **Adjourn-** A motion to adjourn was made by Bob McLaughlin and seconded by Marcie Schorr Hirsch. The motion carried unanimously.

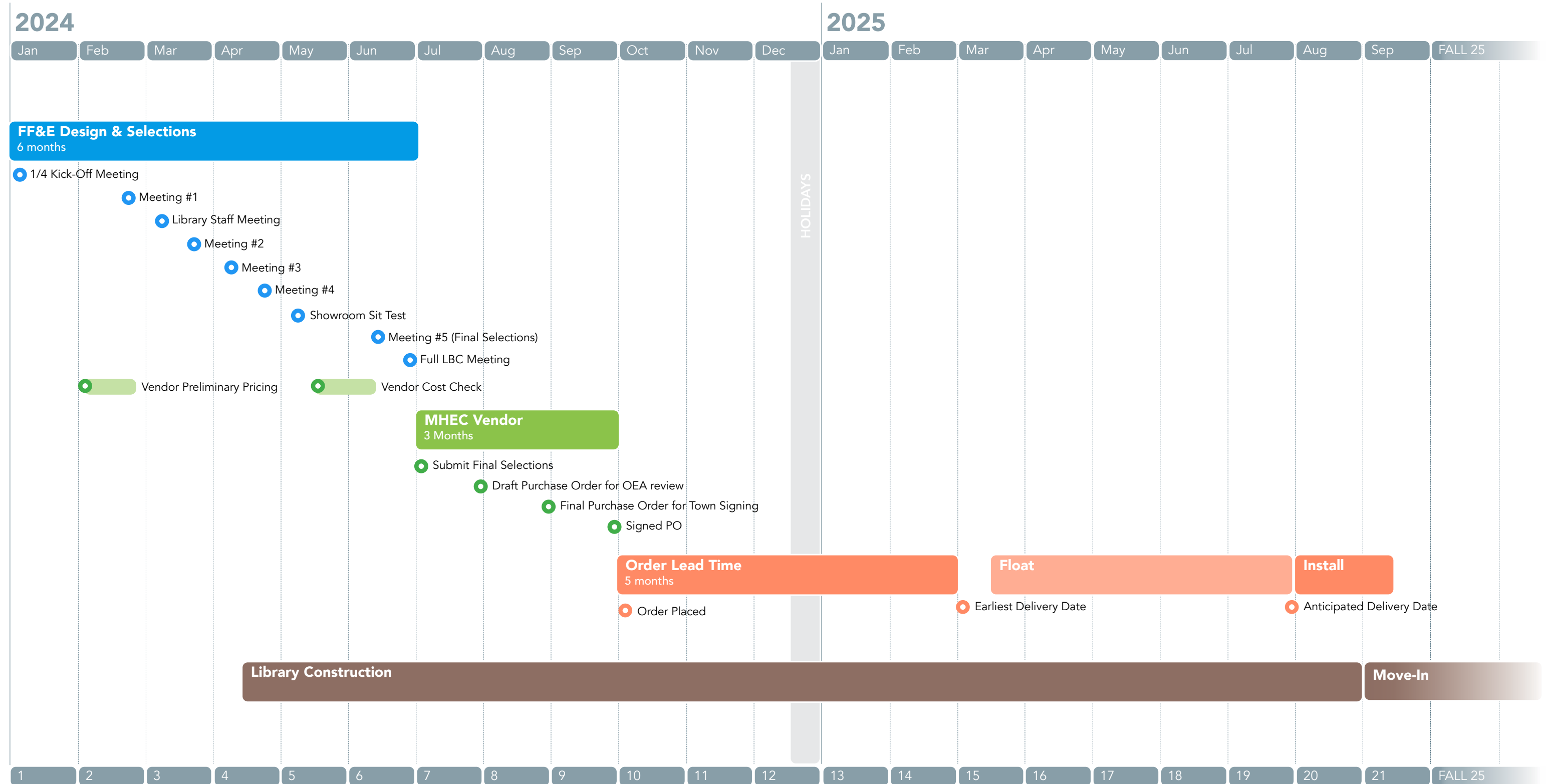
ID	Task Name	Start	Finish	November			December			January								
				10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10	12/17	12/24	12/31	1/7	1/14	1/21	
1	Early Packages	Fri 12/8/23	Fri 3/29/24															
2	Stained Glass Removals	Fri 12/8/23	Wed 1/10/24															
8	Bronze Plaque Removal	Wed 1/24/24	Wed 1/24/24															
10	Moving Package	Mon 12/11/23	Fri 1/12/24															
15	Disposal of Surplus Property	Mon 12/11/23	Sat 1/13/24															
21	Demo Package	Mon 12/11/23	Fri 3/29/24															
41	Prequalification	Fri 12/1/23	Thu 2/1/24															
46	Construction Documents and Review	Wed 11/1/23	Fri 2/9/24															
60	Construction Bidding	Mon 1/29/24	Mon 4/22/24															
74	Construction of Library	Mon 4/22/24	Mon 9/1/25															

Project: Belmont Library pre co
Date: Fri 2/9/24

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

BELMONT PUBLIC LIBRARY - FF&E SCHEDULE

2/15/2024 - OUDENS ELLO ARCHITECTURE





Oudens Ello Architecture

February 10, 2024

Town of Belmont
455 Concord Avenue
Belmont, MA 02478

Belmont Public Library, Belmont MA

PO Number: 2300579

OEA Project Number: 2301

INVOICE #: 2301-12

For services rendered through January 31, 2023

BASIC DESIGN SERVICES

Table with 6 columns: Firm, Discipline, Phase, % of Phase Completed, Previously Billed Phase Total, Amount due this Invoice. Includes Core Design Team and Specialty Consultants.

\$138,324.60

ADDITIONAL SERVICES

Table with 6 columns: Firm, Discipline, Phase, % of Phase Completed, Previously Billed Phase Total, Amount due. Includes AS 1 - McPhail Associates, AS 2 - BSC Group, AS 3 - BSC Group, AS 4 - OEA Markup A2-A3.

\$0.00

REIMBURSABLE EXPENSES (receipts attached)

Table with 5 columns: Task/Expense, Firm, Qty., Rate/Unit, Total. Lists expenses like In-house BW Prints, In-house Color Prints, In-house BW Prints - 30 x 42, and ARC Printing.

\$674.65

Total Amount Due This Invoice

\$138,999.25

Payment due within 30 days of receipt of invoice
Please make checks payable to Oudens Ello Architecture, LLC

DESIGN TEAM FEE SUMMARY

<i>Phase</i>	<i>Contract Fee</i>	<i>% of Work Completed</i>	<i>Fee Earned to Date</i>	<i>Remaining Fee</i>
Schematic Design	\$200,000	100.0%	\$200,000.00	\$0.00
Design Development	\$960,454	97.6%	\$937,566.81	\$22,886.79
Construction Documents	\$1,094,652	88.4%	\$967,931.20	\$126,721.20
Bid	\$63,260	13.5%	\$8,568.00	\$54,692.00
Construction Administration	\$862,224	0.0%	\$0.00	\$862,224.00
Reimbursables (NTE)	\$75,000	6.4%	\$4,796.01	\$70,203.99
Additional Services	\$36,630	92.6%	\$33,924.00	\$2,706.00

Invoice

STIMSON
71 Gates Rd
Princeton, MA 01541

January 29, 2024
Invoice No: 0023301

Oudens Ello Architecture
46 Waltham Street
Boston, MA 02118

Project BELM-1848 Belmont Public Library
Professional Services from December 01, 2023 to December 31, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned
Remobilization	10,000.00	100.00	10,000.00
Design Development	45,000.00	100.00	45,000.00
Construction Documents	73,200.00	95.00	69,540.00
Bidding	1,500.00	0.00	0.00
Permitting	9,000.00	0.00	0.00
Construction Administration	53,700.00	0.00	0.00
Total Fee	192,400.00		124,540.00
	Previous Fee Billing		107,332.00
	Current Fee Billing		17,208.00
	Total Fee		17,208.00
		Total this Invoice	\$17,208.00

Outstanding Invoices

Number	Date	Balance	
0023102	11/17/2023	11,660.00	
0023103	11/17/2023	225.17	
0023202	12/20/2023	25,000.00	
0023203	12/20/2023	154.70	
Total		37,039.87	
			Total Now Due \$54,247.87

Billings to date

	Current	Prior	Total	AR Balance
Fee	17,208.00	107,332.00	124,540.00	
Labor	0.00	30,303.75	30,303.75	
Expense	0.00	920.76	920.76	
Add-on	0.00	-303.75	-303.75	
Total	17,208.00	138,252.76	155,460.76	54,247.87



2 Center Plaza, Suite 430
 Boston, MA 02108-1928
 T: 617-338-0063
 F: 617-338-6472
www.nitscheng.com

Noel Murphy
 Oudens Ello Architecture
 46 Waltham Street, Suite 4A
 Boston, MA 02118

January 10, 2024
 Project No: 11643.
 Invoice No: 84523

Project 11643. Belmont Public Library
Professional Services from November 26, 2023 to December 30, 2023
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
I: Design Development	27,000.00	100.00	27,000.00	27,000.00	0.00
II: Construction Documents	28,000.00	55.00	15,400.00	11,200.00	4,200.00
III: Construction Doc. – Early Site	13,000.00	100.00	13,000.00	13,000.00	0.00
IV: Construction	20,000.00	0.00	0.00	0.00	0.00
V: NPDES	5,000.00	100.00	5,000.00	5,000.00	0.00
VI: Site Plan Review	8,000.00	100.00	8,000.00	8,000.00	0.00
VII: NOI Filing	20,000.00	95.00	19,000.00	19,000.00	0.00
Total Fee	121,000.00		87,400.00	83,200.00	4,200.00
Total Fee					4,200.00
Total this Invoice					\$4,200.00

Outstanding Invoices

Number	Date	Balance
84032	12/7/2023	19,800.00
Total		19,800.00



2 Center Plaza, Suite 430
 Boston, MA 02108-1928
 T: 617-338-0063
 F: 617-338-6472
www.nitscheng.com

Noel Murphy
 Oudens Ello Architecture
 46 Waltham Street, Suite 4A
 Boston, MA 02118

February 6, 2024
 Project No: 11643.
 Invoice No: 84741

Project 11643. Belmont Public Library
Professional Services from December 31, 2023 to January 27, 2024
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
I: Design Development	27,000.00	100.00	27,000.00	27,000.00	0.00
II: Construction Documents	28,000.00	90.00	25,200.00	15,400.00	9,800.00
III: Construction Doc. – Early Site	13,000.00	100.00	13,000.00	13,000.00	0.00
IV: Construction	20,000.00	0.00	0.00	0.00	0.00
V: NPDES	5,000.00	100.00	5,000.00	5,000.00	0.00
VI: Site Plan Review	8,000.00	100.00	8,000.00	8,000.00	0.00
VII: NOI Filing	20,000.00	95.00	19,000.00	19,000.00	0.00
Total Fee	121,000.00		97,200.00	87,400.00	9,800.00
Total Fee					9,800.00
Total this Invoice					\$9,800.00

Outstanding Invoices

Number	Date	Balance
84523	1/10/2024	4,200.00
Total		4,200.00



1380 Soldiers Field Road
 Boston, MA 02135
 617-868-1200

January 27, 2024
 Project No: 19.0094.000
 Invoice No: 3020132

Oudens Ello Architecture LLC
 Conrad Ello
 46 Waltham Street
 Suite 4A
 Boston, MA 02118

Project 19.0094.000 Belmont Public Library

Professional Services to January 13, 2024

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Schematic Design	8,750.00	100.00	8,750.00	8,750.00	0.00
Design Development	59,000.00	100.00	59,000.00	59,000.00	0.00
Construction Documents	94,000.00	85.00	79,900.00	65,800.00	14,100.00
Construction Administration	47,000.00	0.00	0.00	0.00	0.00
Total Fee	208,750.00		147,650.00	133,550.00	14,100.00
	Total Fee			14,100.00	
			Invoice Total	<u><u>\$14,100.00</u></u>	

Outstanding Invoices

Number	Date	Balance
3019927	11/25/2023	42,300.00
3020034	12/30/2023	9,426.37
Total		51,726.37



Horton Lees Brogden Lighting Design
 38 East 32nd Street 11th Floor
 New York, NY 10016

Invoice

Conrad Eilo
 Oudens Eilo Architecture
 46 Waltham Street, Suite 4A
 Boston, MA 02118

December 31, 2023
 Project No: 221236.000
 Invoice No: 100067

Project 221236.000 Belmont Public Library
For the Period Ending December 31, 2023

Billing Phase	Phase Fee	Percent Complete	Fee Earned	Prior Billing	Current Fee
DD	28,950.00	100.00	28,950.00	28,950.00	0.00
CD	32,750.00	90.00	29,475.00	27,837.50	1,637.50
CA	17,200.00	0.00	0.00	0.00	0.00
Total Fee	78,900.00		58,425.00	56,787.50	1,637.50
	Total Fee				1,637.50
Billing Limits	Current	Prior	To-Date		
Fees	1,637.50	56,787.50	58,425.00		
Limit			78,900.00		
Remaining			20,475.00		
Expenses	0.00	0.00	0.00		
Limit			1,975.00		
Remaining			1,975.00		
		Total Due This Invoice			\$1,637.50

All invoices are due upon receipt. A late charge of 1.5% will be added to any unpaid balance after 60 days. If rejected for any reason, please notify Accounting within 7 days.



TAX ID: 04-2256923
 REMIT PAYMENT TO:
 PO Box 843476
 Boston, MA 02284-3476

Mr. Conrad Ello, AIA, LEED
 Principal
 Oudens Ello Architecture LLC
 46 Waltham Street, Suite 4A
 Boston, MA 02118

January 10, 2024
 Project No: 231394.00-BELM
 Invoice No: 0358995

Project 231394.00-BELM Building Enclosure Consulting Services, Belmont Public Library, 336 Concord Avenue, Belmont, MA

Professional Services through December 31, 2023

Phase	0001	Design Development
Task	0005	Ad-Hoc Consulting

Professional Personnel

	Hours	Rate	Amount
Associate Principal B			
Der Ananian, Jason	3.00	335.00	1,005.00
Totals	3.00		1,005.00
Total Labor			1,005.00
		Total this Task	\$1,005.00
		Total this Phase	\$1,005.00

Billings to Date

	Current	Prior	Total
Labor	1,005.00	13,007.00	14,012.00
Totals	1,005.00	13,007.00	14,012.00
			Total this Invoice
			\$1,005.00

Outstanding Invoices

Number	Date	Balance
0356279	11/22/2023	9,927.00
0357480	12/13/2023	3,080.00
Total		13,007.00
		Total Now Due
		\$14,012.00

Billings to Date

	Current	Prior	Total
Labor	1,005.00	13,007.00	14,012.00
Totals	1,005.00	13,007.00	14,012.00

BT:EA:BO:00 \ Jason Der Ananian \ Hannah Whitney



154 Turnpike Road, Suite 200 | Southborough, MA 01772

INVOICE

Oudens Ello Architecture

46 Waltham Street
Suite 210
Boston, MA 02118

No. 33529
12/01/2023
Payment Terms: Net 30
Invoice Due: 12/31/2023

Belmont Public Library
187883
For Services Rendered Through 11/25/2023

Professional Services

<u>Phase/Task</u>	<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Invoice Amount</u>
Schematic Design	\$3,500.00	100.00	\$3,500.00	\$0.00
Design Development	\$5,250.00	100.00	\$5,250.00	\$0.00
Construction Documents	\$4,000.00	100.00	\$2,000.00	\$2,000.00
Construction Administration	\$2,500.00	0.00	\$0.00	\$0.00
Code Summary & Life Safety Plans	\$4,000.00	100.00	\$2,000.00	\$2,000.00
Total:	\$19,250.00		\$12,750.00	\$4,000.00

Invoice Amount \$4,000.00

Prior Billing Information

Invoice No.	Invoice Date	Days Old	Invoice Amount	Received	Balance
12385	10/07/2019				\$.00
12516	10/24/2019		\$3,500.00	\$3,500.00	\$.00
31654	08/09/2023		\$5,250.00	\$5,250.00	\$.00
33340	11/09/2023	22	\$4,000.00		\$4,000.00
					<hr/> \$4,000.00

Mail Payment:

Code Red Consultants
154 Turnpike Road, Suite 200
Southborough, MA 01772
Attn: Accounts Receivable

Thank you for your business!

If you have any questions regarding this invoice please call 617.500.7633



The Green Engineer, Inc.

23 Bradford Street
Concord, MA 01742
Tel: 978-369-8978
finance@greenengineer.com
www.greenengineer.com

INVOICE

BILL TO

Conrad Ello
Oudens Ello Architecture
46 Waltham Street, Ste 210
Boston, MA 02118

19-786.1 | Belmont Library_DD-CD

INVOICE NUMBER	INVOICE DATE	BILLING THROUGH	OUR PROJECT NO.	AMOUNT DUE THIS INVOICE
11936	January 12, 2024	January 6, 2024	19-786.1	\$7,500.00

	Fee Summary	Remaining	Previously Invoiced		Current Invoice	
	Total Budget	Fee Remaining	% Billed	\$ Billed	% Billed	\$ Billed
Item 1 - General Sustainability Consulting	\$25,000.00	\$7,500.00	40.00 %	\$10,000.00	30.00 %	\$7,500.00
Item 2 - Energy Modeling Services	\$22,500.00	\$1,125.00	95.00 %	\$21,375.00	-	\$0.00
Budget Total	\$47,500.00	\$8,625.00		\$31,375.00		\$7,500.00

AMOUNT DUE THIS INVOICE					\$7,500.00
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INVOICE

BILL TO
Oudens Ello Architecture
46 Waltham St. Suite 4A
Boston, MA 02118

INVOICE 8120
DATE 02/08/2024
TERMS Net 30
DUE DATE 03/09/2024

JOB ADDRESS
Belmont Library

SERVICE	PHASE	RATE	DUE	AMOUNT
101 -PHASE 1 - Feasibility/Sch	PHASE 1 - Schematic Design / Utility Interconnection	13,150.00	0.00 of 13,150.00	0.00
201 -PHASE 2 - Design Develop	PHASE 2 - Design Development	17,285.00	25.00 % of 17,285.00	4,321.25
301 -PHASE 3 - Construction Doc	PHASE 3 - Construction Documents	14,475.00	0.00 of 14,475.00	0.00
401 -PHASE 4 - Construct Admin	PHASE 4 - Construction Period Support	4,765.00	0.00 of 4,765.00	0.00

Solar Design Associates (SDA) is pleased to provide consulting engineering services to Oudens Ello Architecture (Oudens Ello), and their Project Team in the design and engineering of a ~100 kWac solar photovoltaic system to provide power to the new library for the Town of Belmont, MA.

BALANCE DUE **\$4,321.25**



ARC DOCUMENT SOLUTIONS LLC
 199R NORFOLK AVE
 BOSTON MA 02119
 (617)292-0111 EX

DATE 2/2/2024	INVOICE 66CTI9060861
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BILL TO:

UDENS ELLO ARCHITECTS LLC

MARK CONRAD ELLO
 46 WALTHAM ST
 SUITE 4A
 BOSTON, MA 02118
 P: (617) 422-0980
 F: (617) 422-0981

SHIP TO:

UDENS ELLO ARCHITECTS LLC

NOEL MURPHY
 46 WALTHAM STREET
 SUITE 4A
 BOSTON, MA 02118
 P: (617) 301-2671
 F: (617) 422-0981

Purchase Order # 2301 Belmont Public Library	Customer ID 1040191	Shipping Method ARC DELIVERY	Payment Terms NET30	Order Due Date 2/5/2024	Order 66CT09061194
Ordered By NOEL MURPHY		Project Number 2301 Belmont Public Library		Project Name Belmont Public Library_Architecture 100_Draft	

Quantity Ordered	Quantity Shipped	Quantity BO	UOM	Item Number	Description	Extended Price
297.00	297.00	0.00	SQFT	1606	PPC Bond - Reduce To Half Size 1 set of 99 (15.00x22.00)	\$114.35
1	1	0	EACH	5201	Supply / Delivery Charge 1 set of 1	\$19.95
1	1	0	EACH	5205	Energy / Fuel Surcharge	\$5.00

Bill to: jthetonia	Subtotal	\$139.30
	Misc	\$0.00
	Tax	\$7.15
	Freight	\$0.00
	Trade Discount	\$0.00
	Total	\$146.45
	Amount Received	
	Total Due	\$146.45

CUSTOMER NO	INVOICE	DOC DATE	AMOUNT DUE
1040191	66CTI9060861	2/2/2024	\$146.45

REMIT PAYMENT TO

ARC DOCUMENT SOLUTIONS LLC
 PO BOX 953466
 ST. LOUIS, MO 63195-3466
 (215) 594-4704

We accept: Visa | MasterCard | American Express | Discover

Card/Check Number: _____ Exp. Date: _____

Signature: _____ Amount: \$ _____



QuickPay Online Payment

Scan or Click

[HTTPS://PAY.ARCREMOTE.COM/P/92EE6C36-D205-481C-8C6C-84E4040A6608](https://pay.arcremote.com/P/92EE6C36-D205-481C-8C6C-84E4040A6608)