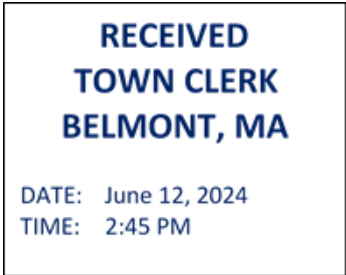




Belmont Public Library Building Committee Meeting

Meeting Minutes Thursday 5/14/24 at 5:00 PM
Zoom Meeting



Building Committee Members

Attending:

- Clair Colburn
- Kathy Keohane
- Sally Martin
- Christina Marsh
- Marcie Schorr Hirsch
- Marty Bitner
- Stephen Sala
- Bob McLaughlin
- Steve Engler

CHA – Owner’s Project Manager

- Dave Hurley - CHA
- Tom Gatzunis - CHA
- Jake Zelikman - CHA
- Tony DelGreco - CHA

Oudens-Ello -- Design Team

- Noel Murphy - Oudens Ello

Others:

Peter Struzziero (Library Director)

Others:

(Public)

1. Welcome The Public - Clair Colburn welcomed the public and called the meeting to order.

2. Invoices / Proposals -

The Committee had a discussion on the construction testing and geotechnical monitoring proposals that were received on Friday, May 10th. Christina Marsh asked about how these contracts work as they only get paid when they are called to site. Dave Hurley answered by stating that these are T&M contracts, and we only get billed when we need their services. We are not able to definitively identify the number of and frequency of testing due to varying site and weather conditions, construction schedule and construction means and methods. We do not owe these firms any money unless we call them out to test. These contracts will also have a not to exceed limit as well. Sally noted that we are not committing a minimum amount to either Yankee Engineering or UTS. It is likely that these proposals are higher than we need. Tony DelGreco, senior on-site rep with CHA will monitor and manage the site visits and associated costs. The Committee also asked for periodic updates on how much has been spent on these vendors and asked that CHA proactively raise any concerns about additional funds needed.

Yankee Engineering- A motion to approve Yankee Engineering for geotechnical monitoring with a not to exceed amount of \$19,200 was made by Bob McLaughlin. This motion was seconded by Kathy Keohane. The motion carried unanimously.

UTS- A motion to approve UTS for construction testing with a not to exceed amount of \$60,000 was made by Bob McLaughlin and seconded by Sally Martin. The motion carried unanimously.

McPhail- The unforeseen excess topsoil will be tested by McPhail. This is the first step to perform analytical testing to determine the profile of the soil and to determine what we can do with this soil. A one-time proposal for \$6500 from McPhail to test the soil on site was reviewed. A motion to approve this proposal was made by Bob McLaughlin. The motion was seconded by Sally Martin. The motion carried unanimously.

Project Dog- A motion to approve a project dog invoice in the amount of \$595 for construction testing advertising was made by Bob McLaughlin and seconded by Marty Bitner. The motion carried unanimously.

Belmont Voice- A motion to approve an invoice from Belmont voice for required bid advertising in the amount of \$90 was made by Bob Mclaughlin and seconded by Marty Bitner. The motion carried unanimously.

Local iQ- A local iQ invoice for bidding advertising in the amount of \$93.12 was made by Bob Mclaughlin and seconded by Marty Bitner. The motion carried unanimously.

CHA- A motion to approve a CHA invoice in the amount of \$24,140 was made by Bob Mclaughlin. This motion was seconded by Kathy Keohane. The motion carried unanimously.

Oudens-Ello- A motion to approve a Oudens-ello invoice in the amount of \$82,466.47 was made by Sally Martin. The motion was seconded by Bob McLaughlin. The motion carried unanimously.

The Committee requested that Oudens-ello confirm that the additional services for both BSC traffic study and UEC hazardous materials monitoring have been completed and remaining funds could be returned to the project.

G&R- A motion to approve a G&R invoice for in the amount of \$412,240.15 was made by Sally Martin. This motion was seconded by Bob McLaughlin. The motion carried unanimously.

American Environmental- CHA and the general contractor noticed a piece of footing left behind. A motion to approve an American Environmental, Inc. invoice in the amount of \$118,954,73, reflecting a reduction in line item 19 for footings and foundation to 95%, was made by Sally Martin. This motion was second by Bob McLaughlin. The motion carried unanimously.

Colliers- Noel Murphy with Oudens Ello recommended Colliers for commissioning services as they have had good experiences with them in the past on recent projects and they had the lowest overall cost proposal. It was

noted that this will be an additional service and have a 10% administrative mark up from Oudens Ello. A motion to approve Collier's proposal in the amount of \$37,383.50 for commissioning including the 10% markup was made by Bob McLaughlin. This motion was seconded by Kathy Keohane. The motion carried unanimously.

3. **Meeting Minutes-** A motion was made to approve the meeting minutes from 4.9.24 as amended to show a contingency of 4.4%. A motion to approve the meeting minutes was made by Bob McLaughlin. The motion was seconded by Marty Bitner. The motion carried unanimously.
4. **Public Outreach-** There will be a meet and greet with abutters on May 23rd at 7:30 am. There will be a groundbreaking ceremony at 9:00 am on either June 12th or 14th.
5. **Budget Update-** No major updates from April budget update. Dave Hurley noted that we have shifted the balance of \$38,863 from the builder's risk line item back into construction contingency.
6. **Schedule Update-** Notice to proceed has been awarded to G&R with a start date of 5/20/24, making substantial completion 10/2/25 which is 500 calendar days from the start date. CHA will provide a total project schedule include FFE and other key points outside of G&R.
7. **New Business-** Kathy is working to modify temporary Library hours.
8. **Public Comment -** No Comments
9. **Adjourn -** A motion to adjourn was made by Bob McLaughlin and seconded by Kathy Keohane. The motion carried unanimously.