

MEETING MINUTES

<b>Project:</b> Belmont Library Belmont, MA	<b>Meeting Date:</b> January 22, 2019
<b>Time:</b> 7:00 PM	<b>Meeting Location:</b> Library, Flett Room
<b>Meeting:</b> Library Building Committee - #4	<b>Report By:</b> Alicia Monks
<b>Attending:</b> Clair Colburn, Chair Bob McLaughlin Bob Schafer Kathy Keohane Peter Struzziero, Library Director Jenny Fallon Bart Nelson Stephen Sala, PBC	Sally Martin Heli Tomford Conrad Ello, Oudens Ello Architecture Noel Murphy, Oudens Ello Architecture Glen Valentine, Stimson Landscape Architecture Chris Schaffner, The Green Engineer Allison Zuchman, The Green Engineer Alicia Monks, Daedalus Projects
<b>Absent:</b> Marcie Schorr Hirsch Steve Engler Steven Dorrance	Sara Eardensohn, Oudens Ello Architecture Frances Hughes, Daedalus Projects

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Item	Action
4-1 January 31, 2019 was decided as the date to visit the Boston Public Library and the Cambridge Public Library. Everyone who was interested was asked to meet in the Boston Public Library Johnson Wing main lobby at 3:00 PM. It is anticipated that the tour at the Cambridge Library will start at 4:45 PM. An agenda will be posted.	
4-2 Oudens Ello is working to set up a meeting with Jeffrey Wheeler to review the project. Bob Schafer and Bob McLaughlin will also attend the meeting. This meeting is intended to be a start of a conversation and to listen to Jeffrey's concerns. The anticipated concerns will include the restrictive 30' zoning height limit and parking.	Oudens Ello
4-3 Based on the initial programming meetings, the building requires approximately 44,000 GSF to achieve the same program outlined in the Feasibility Study. While a small increase in square footage comes from revisions to the program, the majority of the increase comes from an increase in building grossing factors comprised primarily of circulation space, mechanical distribution etc. Oudens Ello highlighted the fact that the Feasibility Study's projected efficiency ratio is too restrictive for a typical library. Oudens Ello adjusted the efficiency of the building from 78% to 70 in order to conservatively capture the required area during schematic design. This gross square footage will continue to be refined throughout design phases.	
4-4 A meeting will be set up with the Fire Chief to review fire truck access concerns. The access road to the pool house may be a consideration for the library.	
4-5 Clair and Kathy have been reaching out to various groups and committees in Town to introduce them to the Library project. They will also be participating in an interview with the Belmont Citizen Herald to discuss the Library Project.	
4-6 Oudens Ello presented some program test fit plan. Work will continue on these studies.	Oudens Ello
4-7 Chris Schaffner and Allison Zuchman from The Green Engineer presented an introduction to sustainable design. Their initial goal is to understand what sustainability means for the Town of Belmont. Everyone was asked to write responses to the following question: Five years after opening, what do you hope will be said about the library? Chris and Allison will present a summary of the exercise.	The Green Engineer

APPROVED

- 4-8 The Committee agreed that the Library, in alignment with the Town's goals, should aim for a Net Zero Energy building. This will be continuously studied throughout the design process and will be balanced with the budget.
- 4-9 March was potentially identified for the first Community Meeting. There will be a small group who will focus on organizing this event to hear from the Community. Date to be confirmed.
- 4-10 Invoice Approval included:  
BSC Group Invoice for \$10,492.88 was reviewed and approved. MOTIONED by Bob Schafer and SECONDED by Bob McLaughlin.
- 4-11 The meeting was ADJOURNED.

**Next meeting:** Tuesday February 5, 2019. Meetings will be held in the library.

Reminder