



**Belmont Public Library Building Committee Meeting**

Meeting Minutes Thursday 8/13/25 at 5:00 PM  
Zoom Meeting

**Building Committee Members**

**Attending:**

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

**Others:**

- Peter Struzziero (Library Director)
- Lauren Pfendner (Assistant Library Director)

**CHA – Owner’s Project Manager**

- Tom Gatzunis - CHA
- Deepa Venkat - CHA
- Jake Zelikman - CHA

**Oudens-Ello -- Design Team**

- Noel Murphy - Oudens-Ello (O-E)
- John Branagan-Dee – Oudens-Ello (O-E)

\*Members of the public did attend

1. **Welcome The Public-** Clair Colburn welcomed the public and called the meeting to order at 5:03pm.
2. **Meeting Minutes-** Bob McLaughlin made a motion to approve the meeting minutes from July 8<sup>th</sup>, 2025. The motion was seconded by Marty Bitner. The motion carried unanimously via a roll call vote. Clair Colburn abstained as she was not present during that meeting.
3. **Proposals-**
  - G&R Change Order #10** - G&R change order #10 in the amount of \$125,460 was presented including the below change requests (CR’s)
    - #41 Bulletin #6 changes, Community Classroom changes: owner decision.
    - #42R Bulletin #6 plumbing changes to the Community Classroom: owner decision.
    - #62R T&M for soil removal.
    - #67R Oil water separator per AHJ: fire department requirement, T&M field work.
    - #71 ADA path add alternate previously verbally approved: owner decision.
    - #76 RFI 201 curtain wall mullion.
    - #80 RFI 196.1 duct work smoke changes to make them accessible from exterior roof.
    - #81 New meter kit per Belmont Light.

A motion to approve Change #10 in the amount of \$125,460 was made by Kathy Keohane. The motion was seconded by Bob McLaughlin. The motion carried unanimously via a roll call vote.

**Oudens Ello-** Oudens Ello AS #11 was presented for 3 months of additional construction administration. This includes 2 months of additional construction (CA) while 1 month is due to construction delays. It was noted that we have not formally extended the contract for the contractor to date. The committee elected to approve 2 months of additional CA since the construction schedule changes have not been approved formally which is \$54,882. A motion to approve this revised amount of \$54,882 was made by Bob McLaughlin. The motion was seconded by Sally Martin. The motion carried unanimously via a roll call vote.

**CHA** - A CHA contract amendment was presented in the amount of \$87,464 for a 12-week contract extension. This will bring the total contract value up to \$1,050,004. A motion to approve this contract amendment pending Sally's review was made by Bob McLaughlin. The motion was seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.

4. **Invoices** - The invoices listed below have been reviewed by CHA and Sally Martin, the LBC Treasurer, to verify their accuracy and ensure the amounts are within the approved budget.

**Hub Tech-** A Hub Tech Invoice in the amount of \$25,225.60 was presented for additional wireless access points. It was noted that the material has been procured and is being stored at the vendor's warehouse. Photos, certificate of insurance and the title to the equipment have been provided as proof of procurement. It was also noted that they still have some additional labor to bill on their previously approved proposal once these are installed. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Marty Bitner. The motion carried unanimously via a roll call vote.

**Temporary Space** - Plymouth Congregational Church invoice #100 in the amount of \$300 was presented for temporary program space. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Sally Martin. The motion carried unanimously via a roll call vote.

**G&R** - G&R requisition invoice #16 was presented in the amount of \$1,592,074.03. This invoice is for construction work that took place onsite during July. Bob McLaughlin asked what the tubes on the front of the building are? Those tubes are providing temporary Air conditioning to the building. It was noted that this is so finish materials can be brought into the building can be climate controlled prior to being installed. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Marty Bitner. The motion carried unanimously via a roll call vote.

**CHA** - CHA invoice #38841-27 was presented in the amount of \$30,000, which is the standard monthly charge. It was noted that this invoice does not include the change order that was presented earlier during this meeting. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.

**UTS** - UTS invoice was presented in the amount of \$5,751 for construction testing through 7.21.25. A motion to approve this invoice was made by Kathy Keohane. The motion was seconded by Bob McLaughlin. The motion carried unanimously via a roll call vote.

**Oudens Ello** - Oudens Ello invoice #2301-30 was presented in the amount of \$68,810.64. Noel Murphy explained that most subconsultants are current with their invoicing for their scope of work. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Sally Martin. The motion carried unanimously via a roll call vote.

**Builders Risk** - A policy change / invoice from The Hanover Insurance group extending coverage till 12/15/25 was presented in the amount of \$11,014. A discussion took place if this was enough time. Builders risk is coverage until Substantial Completion / Temporary Certificate of Occupancy. A motion to approve this invoice not to exceed \$12,000 was made by Bob McLaughlin. The motion was seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.

5. **Budget** - It was noted that the Committee would like to better understand the scope of the landscape components. Noel will have the landscape architect present at next month's building committee meeting. Noel also noted that soil removal is the biggest unknown at this point at an estimated \$50,000.

The Green Roof - Discussion on add alternate: the core project includes upsized steel for the additional weight to the roof for the green roof. The consideration for ongoing maintenance has been addressed as The Friends of the Belmont Public Library, who have supported landscape beautification efforts in the past, have committed to include the maintenance of the green roof in their ongoing support. The library operations budget includes a modest budget for landscape maintenance. Kathy noted that the green roof would add a wonderful element to the overall project. A motion to approve the green roof was made by Bob McLaughlin. The motion was seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.

6. **Design update** - Noel Murphy gave a design update regarding signage. The signage design takes clues from the building design while also focusing on readability. These signs would also have a green accent. The Committee took an informal vote to proceed with the overall signage package and to proceed with soliciting pricing.
7. **Schedule** - It was noted that the glass on Concord Ave is not in yet and will not be installed until early October. Substantial Completion is now scheduled for October 31<sup>st</sup>. Bob McLaughlin noted that there are liquidated damages as part of this project and the contractor should start working overtime to finish the project on time. The project team has been discussing with the construction team the need to take all necessary efforts to address scheduling considerations. Peter Struzziero also noted the need to finalize project schedules to be able to outline move-out plans from temporary locations and to coordinate move-in plans with vendors.
8. **New Business** - Kathy and Molly from CHA, made a video for the public. It has been posted to the library website and has been shared across the community.
9. **Public Comment** - Barb Hoag commented about glass and birds colliding with the building. The building does not have bird safe glass as it carries a hefty cost premium. The project team will investigate available options for potential bird mitigation consideration. Barb also asked about the 'Golden Bowl'. Clair commented that the project is borrowing this space from the Town to save money for the project, and it is not under the purview of this Committee but rather under the Select Board. The project plans to return the site back to its original condition at the end of the project.
10. **Adjourn** – A motion to adjourn was made by Bob McLaughlin at 7:04 pm and was seconded by Clair Colburn. The motion carried unanimously.