



**Belmont Public Library Building Committee Meeting**

Meeting Minutes Tuesday 3/18/26 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

**CHA – Owner’s Project Manager**

- Tom Gatzunis - CHA
- Deepa Venkat - CHA
- Tony DelGreco - CHA

**Oudens-Ello -- Design Team**

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

**Others:**

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

- Members of the public
- None

1. **Welcome The Public-** Clair Colburn welcomed the public and called the meeting to order at 5:01 p.m.
2. **Meeting Minutes-** Bob McLaughlin made a motion to approve the meeting minutes from February 10<sup>th</sup>, 2026 with a punctuation edit. The motion was seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.
3. **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.

**Dell Technologies** - Dell invoice was presented in the amount of \$2,836.40 for computer monitor arms. 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.

**Granite Telecommunications Inc-** Granite Telecommunications invoice was presented in the amount of \$1077.04 for elevator voice emergency services. 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.

**Galaxy Integrated Technologies LLC**– Galaxy Integrated Technologies invoice was presented in the amount of \$2800 programming Library into the Lenel system. 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.

**Atkinson Carpet Installation**– An invoice from Atkinson Carpet for installation services in the amount of \$8,000 was presented to the Committee. The Committee discussed the proposed carpet project for the Benton Library. Clair expressed concerns regarding the procurement process, noting that the Committee should not directly purchase or pay for the carpet, as such responsibilities fall under the Town’s authority for procurement and oversight.

Following discussion, the Committee agreed to proceed by authorizing the expenditure of the previously allocated budget of \$23,000 for the Benton and Beech refresh, inclusive of carpet for targeted areas occupied by the library and paint materials for the Beech Street center. The Committee further determined that all procurement, project execution, and vendor payments will be managed by the Town to ensure compliance with public bidding requirements and to maintain an appropriate audit trail.

A motion to authorize the approval of the allowance, subject to processing and payment by the Town, was made by Bob McLaughlin and seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.

**Tucker Library Interiors, LLC**- Two invoices from Tucker Library Interiors totaling \$426,310.65, with the first invoice#181 for \$265,657.43 for steel shelving being previously approved, and the second invoice#182 for \$160,653.22 which included additional shelving that increased the total by approximately \$1,449 above the original approved quote.

A motion to approve this invoice #181 was made by Bob McLaughlin. The motion was seconded Sally Martin. The motion carried unanimously via a roll call vote.

A motion to approve this invoice #182 was made by Bob McLaughlin. The motion was seconded Kathy Keohane. The motion carried unanimously via a roll call vote.

**CHA** - CHA invoice #38841-34 was presented in the amount of \$47,164. The Committee noted that the invoice reflected an uneven balance due, resulting from the back-loaded structure of the billing schedule. 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.

**Oudens Ello** – AS-17 – Request for additional services(AS-17): Noel reported that February architectural services cost \$25,460, which was below the not-to-exceed amount of \$27,411, but noted this would likely be the last month with such a high billing amount as the project nears completion. 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.

AS 8.1 – Request for additional services(AS-8.1) – Additional Geotechnical Construction Administration and Construction observation services: An outstanding consultant charges, particularly a \$17,000 bill from McPhail Associates for additional foundation observations performed in 2024, with Noel indicating this work was needed due to deviations from approved submittals by the contractor. Noel confirmed that McPhail had documented the issues and provided memos explaining why the costs should be borne by the contractor. Following discussion, the Committee agreed not to approve payment of the invoice. Noel will take the lead in communicating this decision to G&R.

AS 15.1 – Request for additional services(AS-15.1)- Remedial Beam penetration review: Noel explained that the original beam penetration work involved reinforcing specific locations, including the addition of steel reinforcement at one location, and that one remedial work item had been identified.

The Building Committee approved the processing of Oudens Ello invoice #2301-37 in the amount of \$29,310.81, following the removal of AS-8.1 and AS-15.1 from the invoice. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Kathy Keohane. The motion carried by roll call vote, with Steve Sala abstaining.

**G&R** - G&R requisition invoice #23 was presented in the amount of \$46,261. This invoice is for construction work that took place onsite during February. A motion to approve this invoice was made by Sally Martin. The motion was seconded by Bob McLaughlin. The motion carried unanimously via a roll call vote.

4. **Proposals-**

**G&R Change Orders** - G&R change order #20 in the amount of \$42,986 was presented including the below change requests (CR's)

Change Order #20 - \$42,986

CR 137 – New Garden Club Hose Bibb	\$1,216.00
CR 179 – Room 201 Partition Closure	\$4,167.00
CR 181 – Service Desk Storage Millwork	\$20,579.00
CR 182 – Replacement Sign Morrissey Hall	\$270.00
CR 183 – Door Hardware ST1A & ST1C	\$6,425.00
CR 184R – RFID Locks at Library of Things	\$593.00
CR 186 – WPCR 009 Kitchenette Panel	\$4,975.00
CR 190 – RFI 185 Light Fixture Relocate	\$1,404.00
CR 191 – Add BDA Smoke Detector	\$1,862.00
CR 192 – EX3 & EX4 Light Fixture Changes	\$1,495.00
Total:	\$42,986.00

A motion to approve Change #20 in the amount of \$42,986 was made by Sally Martin. The motion was seconded by Bob McLaughlin. The motion carried unanimously via a roll call vote.

**Creative Office Resources** – Creative office resources (COR) quote for additional furniture was presented in the amount of \$159,504.34, which will be funded by the Friends of the Belmont Public Library through a gift to the library, with the town moving funds from the library gift fund to the project. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Kathy Keohane. The motion carried by roll call vote, with Steve Sala abstaining.

**CHA** – CHA's extra work authorization(EWA#2) was presented for construction administration services rendered in November and December due to extension of construction schedule and additional weeks of closeout. The Committee tabled Deepa's proposal for additional CHA services, agreeing to review the detailed breakdown separately before voting next month.

**UTS** - Based on the total invoices review, Sally requested that the Committee allocate an additional amount not to exceed \$5,000 for construction testing. A motion to move the \$5,000 from contingency was made by Kathy Keohane. The motion was seconded by Bob McLaughlin.

5. **Adjourn** – A motion to adjourn was made by Bob McLaughlin at 6:57 pm and was seconded by Kathy Keohane. The motion carried unanimously.