



**Belmont Public Library Building Committee Meeting**

Meeting Minutes Tuesday 4/14/26 at 5:00 PM  
Zoom Meeting

**Building Committee Members**

**Attending:**

- Clair Colburn (Chair)
- Kathy Keohane
- Steve Sala(absent)
- 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-** Clair Colburn noted to hold off approving meeting minutes till next meeting as the Committee didn't have time to review them.
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.

**Home Depot –** Two invoices were presented to the Committee.

Invoice# 235560 invoice was presented in the amount of \$1,108.76 for the refrigerator in the staff break room. 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.

Invoice# 4906862 invoice was presented in the amount of \$770.36 for mini fridge for the Comfort Room. A motion to approve this invoice was made by Sally Martin. The motion was seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.

Additionally, the procurement of a third fridge for the Morrissey Hall kitchenette was approved for an amount not to exceed \$1,250. A motion to approve this purchase was made by Kathy Keohane and seconded by Bob McLaughlin. The motion carried unanimously via a roll call vote.

**Life Support Systems**– Life Support Systems invoice was presented in the amount of \$3,598 for two defibrillators. 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.

**Library Program Space Rental -First Church** - A First Church invoice was presented for Library Program Space Rental invoice #204 in the amount of \$312.50. 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. Note this was the fee for a rental in 2025.

**Creative Office Resources(COR)** – Creative Office Resources’ invoice #297138 was presented in the amount of \$977,881.08 for furniture that has already been delivered and installed in the building. Noel clarified that this was the first of multiple installments and that future invoices would be submitted promptly to avoid delays. A motion to approve this invoice was made by Bob McLaughlin. The motion was seconded by Marcie Schorr Hirsch. The motion carried unanimously via a roll call vote.

**Oudens Ello** – AS-18 – Request for additional services(AS-18): \_Noel reported that March architectural services cost \$13,740. The Building Committee approved the processing of Oudens Ello invoice #2301-38 in the amount of \$16,849.91. 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.

**G&R** - G&R requisition invoice #24 was presented in the amount of \$135,575. This invoice is for construction work that took place onsite during March. 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 #21 in the amount of \$14,282 was presented including the below change requests (CR’s)

Change Order #21 - \$14,282

CR 197 – T&M - Studio Track Light Power (BMC)	\$710.00
CR 198 – T&M - Tackboard Receptacles	\$710.00
CR 199 – Study Room Doors - New Lock Hardware	\$1,951.00
CR 201 – AV USB Hubs at Morrissey Hall and Waverly Oaks Room	\$6,587.00
CR 203 – Added Brake Metal & Caulking per Exterior Punch Walk Thru	\$4,324.00
<i>Total: \$14,282.00</i>	

A motion to approve Change #21 in the amount of \$14,282 was made by Bob McLaughlin. The motion was seconded by Kathy Keohane. The motion carried unanimously via a roll call vote.

## 5. **Project Financial Status Review**

The team reviewed the project's financial status. Sally presented a detailed budget analysis indicating total donated funds of \$5.7 million. Projected expenses through March were reported at \$38.7 million, with an additional \$680,000 in anticipated costs, resulting in a projected positive balance of approximately \$1 million at project completion. Kathy emphasized that any funds raised beyond the original \$5 million commitment would be applied toward debt reduction rather than additional project expenses.

The discussion also included clarification on the classification of certain costs, such as retainage and change orders, and whether they should be reflected as actual or projected expenses. It was noted that some adjustments to the reporting categories are needed to ensure consistency and accuracy.

## 6. **Construction Project Budget Review**

The meeting focused on budget discussions for a construction project, with Sally reporting that while construction contingency funds are being depleted, the furnishings and equipment category remains under budget. Marcie raised questions about whether certain costs should be absorbed by vendors or participants rather than the project, particularly for errors or delays. Clair and Bob clarified that while contingency funds are intended to cover mistakes and errors, the current design team related change orders remain well below 2% of the total project cost, which is within acceptable standard of care. The discussion highlighted specific items including electrical work, kitchenettes, and blinds that required additional discussion regarding responsibility and funding allocation.

## 7. **Project costs and design challenges**

The meeting focused on discussing project changes and whether certain items should be paid for as change orders or were part of the original scope. Kathy expressed concern about paying for items twice, particularly electrical work and kitchenette features that she believed were originally designed but not implemented. Tom clarified that items like electrical service to specific areas and kitchenette features were not in the original plans and specs, which is why they were authorized as change orders. The discussion focused on project contingency funds, with Sally emphasizing that the project still has contingency available.

The Committee discussed challenges with project costs and design decisions, with Clair explaining that while the design team's costs were under 2%, issues arose due to lack of on-site oversight from G&R. Kathy emphasized the need for shared responsibility in addressing these issues, while Marcie expressed pride in the committee's work and acknowledged the project's cultural impact on Belmont. The conversation ended with a decision to meet the following week to vote on the remaining change orders.

8. **New Business** : Due to time constraints and scheduling conflicts, the Committee decided to table further discussion on these items and schedule a follow-up meeting for Tuesday the 21st at 5 PM to make final decisions on the pending change orders.

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