

**Sherborn Library Building Committee**  
Meeting Minutes  
September 24, 2018

Present: Mark Brown, Roger Demler, Heather Willis, Chris Kenney, Alexis Madison, Adam Page, Libby Yon, Richard Littlefield

Also Present: John Sayre-Scibona (Design Technique Inc.), Peter Byerly (Beacon Architectural Associates), Elizabeth Johnston (Library Director), Sean Killeen (Town of Sherborn CMD Director/Facilities Manager), Mary Moore (Library Trustees Chairwoman), Hank Rauch (Library Trustees), Jim Murphy (Library Trustees), Brian Connolly (Library Trustees), Kristiina Almy (Library Trustees), Eric Johnston (Select Board)

The meeting was called to order at 7:00 pm.

1. **LBC moved and voted to table** prior meeting minutes pending further review.
2. Project Update:
  - a. The addition skylights have arrived on site earlier than anticipated. The roof curbing installed to receive the skylights has several issues which must first be resolved. The Designer's structural subconsultant, Jim Balmer from Boston Building Consultant met today with representatives from Five Star Construction to review the as-built condition and discuss options.
  - b. On 9/18/2018 the State Building Code Appeals Board granted a variance to the Town of Sherborn to allow the second floor connector to remain as presently framed with non-fire retardant lumber. Peter Byerly distributed copies of CPR42-R3 which requests revised pricing from Five Star per the variance. This CPR does not yet include pricing re. acoustical insulation in the revised interior connector walls. Mark Brown inquired about the risks to the Owner with respect to releasing the Contractor to pursue the revised connector work prior to completion of the statutory 30-day decision review period for the variance; Peter responded that the associated risks are insignificant.
  - c. Five Star staffing continues in a state of flux. Project Manager Charin Alicea has given notice. David Hervey recently replaced Dennis Emond as Superintendent and it is not yet clear if David Goodsell will replace Charin. The updated staffing plan will be requested from Five Star.
  - d. The OPM has raised concerns about the quality of the work being produced by two recently mobilized subcontracted carpenters; qualifications will be requested from Five Star.
  - e. Peter stated that, stemming from a recent request from Five Star, for the immediate future Rich Ryan will be on-site full time one day per week, additionally as needed.
  - f. Peter also reported that Robert Malone of Five Star has committed to updating the on-site set of drawings with all architectural, structural, mechanical, civil or other plan revisions, sketches, etc. which have been issued post-award, by tomorrow, 9/25/18, and to insuring that going forward the drawing set maintained on site remain current. Five Star's efforts in this domain have been unsatisfactory, resulting in occasional confusion.
  - g. Peter reviewed the four items proposed to be included in Contract Change Order #12:

- i. Additional unanticipated removal of ACM material \$1,600.92
- ii. Relocation of Sanger Street transformer location: (\$3,186.76)
- iii. Stair #1 wall revisions: \$29,357.86
- iv. Spray foam insulation under Tree House: \$4,557.00

Total CO #12: \$32,329.02. **LBC moved and voted** to recommend acceptance to CO#12 to the Board of Trustees.

- h. Schedule Update #16, representing progress as of 9/18/18, was received on 9/20/18. Owner move-in shifted from 12/28/18 in UPD #15, to 2/5/19, and overall project completion from 1/11/19 to 2/19/19.
- 3. Five Star Building Corporation Requisition
    - a. As a quorum of Trustees could not be assembled for this first extraordinary bi-weekly meeting, action on the current payment requisition is deferred to the next regularly scheduled Trustee meeting on 10/16/18.
  - 4. Review of Project Budget
    - a. John distributed and briefly reviewed the updated Project Budget (through CO #12). The updated budget indicates a net reduction with respect to the previously forecasted bottom line Project Total of \$42,372. The current Project Total represents an increase from the 12/2015 originally approved budget of \$1,294,078, which increases to \$1,441,364 when currently recognized cost exposure estimates is factored in.
    - b. John also distributed and briefly reviewed the updated Pending Change Log. Pending contract changes, included in the Project Budget above, currently total \$727,553.21.
  - 5. Other Issues
    - a. Elizabeth Johnston requested an update on the proposal for IT design services from O'Brien Communications. John responded that efforts continue to solicit the proposal for this work.
    - b. Heather Willis brought up the issue of Owner input to landscape design. It was agreed that a sub-committee, previously discussed, needs to be put into place soon.
    - c. Next LBC meeting October 9, 2018.
  - 6. **LBC moved and voted to adjourn** meeting at 8:00 pm.

Respectfully submitted by Richard Littlefield