

Minutes Sherborn Library Building Committee  
January 11, 2016

PRESENT: Richard Littlefield, Jim Kolb, Chris Kenney, Mark Brown, Roger Demler, Adam Page, Alexis Madison, Heather Willis

ALSO PRESENT: Mary Moore, President Library Board of Trustees, Elizabeth Johnston, Head Librarian, Bruce Eckman, Technology Chair Library Board of Trustees, John Sayre-Scibona, DTI, Richard Smith and Peter Byerly, Beacon

The meeting was called to order at 7:00 pm

**1. Approval of LBC Meeting Minutes**

\*A motion was made to approve minutes from the December meeting. The motion was approved unanimously.

**2. Budget Update**

John passed out the updated base budget of \$8,693,214.00 approved by the Trustees on December 15, 2015. This includes the full furniture package, amped up signage package, FF&E package, and associated interior design fees. It reflects some roofing enhancements per the current estimate but not full replacement. Chris Kenney explained how the Trustees allocated additional money for the increased budget. Jim mentioned we should continue value engineering and suggested v/e monies saved be put toward the contingency.

**3. Review of Roof Valuation** – John provided an update of the roof evaluation done by Leavitt Associates. Leavitt's investigations noted the most likely areas where the leaks are occurring. They made recommendations for possible repair options at the time of contraction. John has solicited a proposal for Leavitt to provide detailing for repair during construction. Leavitt to provide two phases of design. One package to be included in the SD estimate and the other to be included in the Contract Documents. This will allow for the necessary repairs to the existing roof will go into the base budget. Full removal, insulation, reinstall of the existing tiles will be listed as an alternate to the base bid. Questions were raised on the subject of the roof – v/e or energy efficiency to insulate on the interior does that make any sense on a repair that has only a 10-year lifespan? What is the payback on the \$45k on insulating from the interior? Does this make sense? Beacon reminded the committee of code requirements and concerns about roof performance. Drying, etc...could create structural damage, which doesn't happen now without insulation. There was clarification of cosmetic changes that will result from insulating from the interior.

### 3. Discussion of Library Trends by Bruce Eckman

Bruce presented information he collected from a test market of eight Massachusetts libraries that recently underwent renovations asking what they did successfully and what they would do differently. Libraries contacted included Walpole, Millis, Westwood, Athol, East Boston, and West Tisbury. Bruce noted they all had different issues and different architects. His full report is attached. Briefly, his findings include the following points:

- Weekly meetings a must / frequent visits to site
- Architects not flexible
- Challenge MBLC
- Talk to workmen on a daily basis
- Site supervisor
- Go over plans with a fine tooth comb
- Interior plans done early / technology included
- Stay very organized – Elizabeth and LBC
- 3% must be performed by minority owned and women owned biz / not a state mandate says John
- Permitting can add a lot of time and adds to cost
- Liquidated damages clause
- Increased staff to meet additional library uses / incl. in budget
- Landscaping plan / conservation committee
- Technology: make a list of what we want to provide at the end of the road to see what we need. Is the tech bid part of the package? Is the tech budget big enough? Double bandwidth projection. Wireless throughout. Plugs all around.
- Tablets – preloaded for kids / smart TV monitors / place to show patron made movies / online calendar for community room / media collections we put less emphasis on that
- Staff domain and public domain
- Comcast servers through town
- Minuteman gives resources
- Desktops needed less / laptops more prevalent but need to be secured
- Clocks hardwired
- Plugs at waist level vs. floor
- Think about flexibility for future uses / raised floor and dropped ceilings
- Indy electrician to look at plans
- Signage
- Security systems
- Heating systems and service people
- Independent HVAC firm for maintenance
- LEED Cert don't give up on the manual controls
- Back up generator
- Plumbing: Separate bathroom, two with changing stations /
- Telephone systems CAT5 or CAT6, etc... / per Elizabeth town setting up phone system for the whole campus and includes library

- Sound: sound absorbing fabric
- Storage: kids area needs its own storage / need lots of good storage to maximize future flexibility / plus extra bldg materials

In summary he reminded us that libraries are undergoing a renaissance moving from bricks and mortar book repositories to places of social activity. Architects don't always understand this new function. Everyone needs to look at the expanding use of libraries, not just their traditional/old function. Construction is a stressful project.

The subject of a teen advisory board was discussed. Such a committee is in formation by Elizabeth and Bruce including parents of teens who work in the technology industry, they are a huge resource.

The possible need for an IT consultant was discussed. Currently there are no funds allocated for an IT consultant. The topic merits further discussion after a technology sub-committee is formed and a base list of technology needs is gathered. Bruce and Elizabeth working on this.

Bruce left the meeting.

#### **4. Project Schedule**

Peter Byerly, from BAA, went through the five project phases: schematic design, design development, construction documents, bid award, and construction.

The construction schedule is currently 52 weeks with an expected finish date of August 2017. Concerns were raised over the aggressive pace of the schedule. Beacon stood by its schedule.

Upon reviewing Beacon's project schedule the LBC agreed to schedule an additional meeting on Feb.29<sup>th</sup> at 7:00pm to review schematic design presentation and estimate. Mark asked for the documents ahead of the 2/29 meeting for the LBC's review.

Mark asked about members of the Beacon project team. Peter confirmed they were listed in the first presentation submitted to the LBC.

Peter recommended forming a sub committee for the owner's portion of LEED Certification.

The project Kick-off meeting date is currently to-be-determined. The LBC will send a representative to the meeting.

## **Community Center**

Mary Moore updated the LBC on the status of the community center lease, which will serve as the temporary library space during construction. Negotiations have been cordial. Mary noted she's been pushing back on some community center requests including their asking the library to cover the cost of routine building services. The lease will be approximately 16-months from July 1, 2016 through October 2017. John recommends not moving until accepting a bid and suggested delaying the start of lease until the third week of August.

The town building official would like a walk-thru of the temporary library space.

## **Septic**

Roger suggested going to the Board of Health with preliminary plans, fixtures, the project schedule, and data on historic water use. Roger, Beacon, Paul Saulnier and Elizabeth will attend the BOH meeting.

## **Other Business**

- The LBC process for approving invoices was discussed.
- Jim presented an invoice from DTI in the amount of \$5,402.50. \*A Motion was made to approve payment to DTI. The motion was approved unanimously
- Landscaping
  - o John led a discussion on the project's landscaping. John and Beacon recommend the Library use Tom Wirth as consultant due to the high cost of his proposal. It was also suggested he be an advisor for the children's garden.
  - o Landscaping budget includes retaining walls, hardscape, loam and seed, and exterior lighting only.
  - o Softscape and specialty plantings not included as v/e. These pieces would be designed only, not installed.

\*A Motion was made to adjourn the meeting at 9:10pm

The next meeting is scheduled for Monday, February 8 at 7:00pm at the Police Station.

Respectfully Submitted,

Heather Willis

\*Vote Required