

Minutes Sherborn Library Building Committee

July 11, 2016

Present: Mark Brown, Roger Demler, Chris Kenney, Richard Littlefield, Libby Yon

Also Present: Elizabeth Johnston (Library Director), Stacy Brandon (Library Trustee), Mary Moore (Library Trustee), John Sayre-Scibona (Design Technique Inc), Peter Byerly (Beacon Architectural Associates)

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

1. Approval of LBC Minutes

It was moved, seconded, and voted to approve the minutes of the June 13 and June 21, 2016 meetings.

2. Construction Document

John Sayre-Scibona noted that since the June 21 meeting there has been an intense effort by the design team, project engineers, and interested members of the Library Building Committee and Trustees to determine the optimal plan for storm water management and site locations of the emergency generator, fire pump, underground water storage tank, and hvac condensing units. A sub-surface site survey (cost shared by the Town), as-built plans for the Police Station and Town Hall, and information from the CM&D director have been used to determine locations of underground utilities throughout the municipal campus. Peter Byerly briefly reviewed the challenges of the site and the various options considered, and then gave a detailed presentation of the team's recommendations: expand the existing storm water retention basin (below the Police Station) and locate the generator, fire pump, underground tank, and the condensing units in the area between the back parking lot of Town Hall, the Police parking lot, and the Kostick property, as shown on the attached site plans. Peter explained that this location requires the least excavation of ledge and the least disruption of existing utility lines, and would be the least obtrusive visually within the Library landscape.

There was a brief discussion of whether the retention basin is now considered a wetland, and if its expansion would require review by the Conservation Commission.

Peter distributed the updated (7/11/16) project schedule (attached) and compared it to the project schedule dated 5/16/16 (attached). Peter estimated that the project is now extended by 2 ½ months, and noted that the delays are attributable to the site design, not the building design. The expected completion of the construction document phase is the end of September; the bid/award phase is projected to conclude at the beginning of December, and the construction phase is projected to extend from December 2016 to December 2017. Peter distributed a memorandum listing proposed meetings for the construction documents, bid/award, and construction administration phases of the project (attached). Meetings and deliverables scheduled during the construction document phase include: 7/14 – project update for the Board of Selectmen; 8/8 – overview for the LBC of all systems and LEED certification status; 8/10 – project presentation to the Planning Board; 8/17 – 75% construction documents due; 8/31 – estimate due; 9/21 – 100% construction documents and estimate due, review by the MBLC; 9/28 – LBC vote and bid advertisement submitted. Meetings proposed during the construction document phase but not yet scheduled include presentations to the Building Inspector, Fire and Police Chiefs, Historical Commission, and the general public.

In response to a question about the Community Center agreement, Mary Moore stated that the lease extends from August 2016 through December 2017, with provision for a six month extension; Mary also said that it is possible for the Library and the Community Center to negotiate to schedule special events during the term of the lease.

There was a brief discussion of construction companies that might be interested in the project.

3. Interior Design

There will be an interior design update at the August meeting. John reported that the interior design firm (Sefura Associates) has completed the furniture layout, identified the location of data drops, and selected the palette. These decisions will be included in the 75% construction documents.

4. Community Center

Elizabeth Johnston reported on the inspection by Jim Balmer (Boston Building Consultants) of the first floor framing of the Community Center, and his recommendations for added support. There was a brief discussion of temporary versus permanent shoring, and whether the Community Center might be interested in a permanent installation. Chris Kenney clarified that a shoring contractor would offer both temporary and permanent options and that permanent supports would be more expensive. John noted that because the cost of this project would be under \$30,000, a bid process would not be required. John was asked to review the state's procurement requirements to confirm the bidding needs. In response to this question John forwarded the following:

MGL 30B requirements for both purchasing and disposition of surplus supplies:

- Use of sound business practices for contracts under \$10,000.
- Solicitation of three quotes for contracts in the amount of \$10,000 up to \$34,999.
- Competitive sealed bids or proposals for contracts in the amount of \$35,000 or more.

Chapter 30B prescribes procedures for the disposition of surplus supplies with a value of \$10,000 or more and requires that the procurement officer dispose of surplus supplies with an estimated net value of less than \$10,000 using written procedures approved by the governmental body. Also, Chapter 30B prescribes procedures for the acquisition of an interest in real property by purchase or rental with a **cost** of more than \$35,000, and for the disposition of an interest in real property by sale or rental with a **value** greater than \$35,000.

Elizabeth suggested that it would be helpful if members of the LBC occasionally attended the Community Center board meetings, to maintain good communication.

Elizabeth also reported on the walkthrough of the first floor to review the proposed layout; on the progress made by the Friends and volunteers (organized by Alexis Madison and Abby Fiske) sorting through, storing off-site, recycling, or discarding stored items and donating the remaining books from the book bin, and on the work of the Library staff on culling the collections. Elizabeth has begun identifying furniture that will be moved to the Community Center and furniture and equipment that will be declared "surplus," and making plans for the valuable items (rare books collection and bookcase, grandfather clock, piano) that need special storage. Elizabeth noted that a single-stream recycling dumpster will be delivered to the Library this week.

There was a brief discussion of whether the Library can hire a mover from the state approved vendor list (Massachusetts Higher Education Consortium) or is required to go through the public bid process. The question will be forwarded to Dave Williams, Town Administrator.

5. Added Topics

There was discussion of the possibility of administrative support from the Town for various aspects of the project and for contract development, and the special conditions and sketch of project boundaries to be included in the construction contract. There was a clarification that a proposed Town Hall parking study is not part of the Library project and that funds for a parking study are held by the Town Administrator.

6. LBC Meeting Dates

The next scheduled meeting of the LBC is August 8 at the Police Station, at 7 pm.

The Library project will be presented to the Planning Board on August 10 at the Town Hall, at 7 pm.

It was moved, seconded and voted to adjourn the meeting at 8:50 pm.

Respectfully submitted,

Libby Yon