

**Minutes Sherborn Library Building Committee  
December 4, 2017**

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

Also Present: Elizabeth Johnston (Library Director), Mary Moore (Library Trustees), John Sayre-Scibona (Design Technique Inc), Peter Byerly (Beacon Architectural Associates), Sean Killeen (CM&D Director)

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 October 30, 2017 meeting.

**2. Project Update**

**Schedule:** John Sayre-Scibona reported that Five Star has provided an updated project schedule for review, which shows a completion date of June 29, 2018. John suggested that a lease extension be discussed with the Community Center Board.

**Progress:** John reported that the steel is up for the addition, the concrete deck is complete, drainage work at the lower level has begun, and the walls will be closed next week. The parking area between the Library and Town Hall is paved and lined; Eversource has confirmed that the transformer is big enough to power the fire pump and Town Hall. The new locations and specifications for the emergency generator, fire pump, and water tank have been determined; the final design and engineering package is being prepared. The goal is to send the complete package to the DEP for approval before Christmas. The design and engineering package, including traffic flow, parking areas, and building access, also needs to be presented to Whitewater, the Planning Board, and the Fire Department. The goal is to schedule these presentations as soon as DEP approval is received, ideally in early January. Sean Killeen noted that the LBC/Library Trustees should also update the Board of Selectman with the new plan; as CM&D director and town project manager, he reports to David Williams, the Town Administrator, not to the BoS.

**Budget Review:** Chris Kenney proposed meeting with Sharon MacPherson (Finance Director) to review the whole Library project budget, to clarify cash flow from MBLC grants and Library donor funds, and to identify the timing for borrowing town funds. John noted that 30% of the project funds have been spent; he will ask Five Star to report the project "burn rate." Elizabeth Johnston reported that 3 of the 5 MBLC grant installments have been received. John identified pending decisions that will impact the budget: teledata requirements for various rooms; pricing from Five Star of the roof options (either full replacement with Ludoshake tiles or partial replacement with Jamestown tiles). John added that 30% of tiles removed from the roof either have asbestos on them or have broken, and cannot be reused; the existing "attic stock" is not sufficient to replace the lost tiles.

**3. Project Budget**

**Budget:** The project budget distributed is not correct, as it includes change orders not yet approved: railing replacements, rock removal, saw cutting, additional plumbing clean-outs, cabinet unit heater, power supply for exhaust fan, relocating and rewiring site lights, power operators for bath room doors, arborist expenses. John reviewed the budget, and will provide a corrected project budget.

**Five Star Requisition:** Requisition #11 for \$334,085.27 was reduced by \$51,983.94, the total of change order 3 (which will be included in the next requisition), for a revised total of \$282,101.33. It was moved, seconded, and voted to approve the revised requisition #11 for payment.

**Additional Concerns:** Richard Littlefield noted that 30% of the budget but 50% of the contingency has been spent. John said that some ledge removal is contested and that now that the project is out of the ground there are unlikely to be additional "uncovered conditions;" the greatest risks for contingency expenses are the roof

work and the storefront replacement. Roger Demler asked about a possible bottleneck at the lower level entrance; Peter Byerly will review. Sean Killeen reported that there may have been some damage to the existing septic tank.

#### **4. SLIC Interiors**

The whole interiors design will be presented at the next LBC meeting. The cost of the interiors enhancements is \$79,300; the funds raised by the Friends of the Library will cover the total expense. It has not yet been decided if Five Star will be invited to bid on the additional interior work, or if it will be completed outside the project. The furniture purchase orders need to be placed before the end of the year. The mural deposit is included in the budget.

#### **5. Other Topics**

Elizabeth said that the Library's FY 19 budget request needs to be submitted by 12/31, and expressed concern about including sufficient funds for operating and maintaining the new systems. Roger, Chris, and Sean supported including training sessions, maintenance agreements, and excellent service providers in the budget request.

Mary Moore expressed her gratitude for everyone who has worked on the Library Project, and Heather Willis thanked Mary for her leadership.

#### **6. Next LBC Meeting**

The next meeting is January 8\*.

\*The meeting was rescheduled for January 11, 2018.

The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Libby Yon