

Sherborn Library Building Committee

Meeting Minutes

October 30, 2017

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

Also Present: Peter Byerly via phone (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), John Sayre-Scibona (Design Technique Inc.)

The meeting was called to order at 7:03 pm.

1. Prior meeting minutes: *LBC voted to approve.
2. Project update:
 - a. Concrete: placement is on track. A few issues have been noticed where old forms were used, so Five Star will check to ensure these are in good condition for waterproofing, and waterproofing subcontractor will check. Mark and Peter rejected spray waterproofing suggestion.
 - b. Mechanical: much of the ductwork etc. inside the existing structure is being put in place
 - c. Roof: 8 members of the construction team have been given a training session on asbestos. The clay tiles should be removed this time next week to investigate the extent of asbestos. **Action:** John Sayre-Scibona will request a count of spare roof tiles.
 - d. Landscaping: Mulch is being applied around the trees, fulfilling the last requirement from planning board requests. Snow fences keep falling down, creating a look of disrepair at the site. If the latest repair not stop these fences from continually falling down, request that construction team verify whether it is really required in all the locations it has been erected.
 - e. Location of water tank/pump and generator: Exploring relocation to area outside town hall well zone. Pump would go where probes were drilled; need to have excavation site documented. A series of steps need to be followed to develop this proposal. **Action:** John Sayre-Scibona will have his team overlay probe locations on existing "option 2" diagram/map, and add specifications and expanded generator. Then Sean Killeen will make contact with the DEP to give informal proposal to provide head's up on direction and initial confirmation. Then the team will work with Whitewater to obtain written approval from the DEP. With that approval, engineering firm Green and RDK have substantial work to do to create a formal, clean, new site plan (It is assumed that the cost responsibility of redesign work will be borne by Beacon). After this plan is complete, the Planning Board will review, and Selectmen need to re-approve. **Action:** These next steps will be raised at job meeting tomorrow. The team noted that there may be some off-setting cost savings from reduced cabling lengths in the new plan.
 - f. Milestones: Current project plan calls for building to be weathertight by 2/9/18.
 - g. Five Star Building Corporation: The committee reviewed a scanned copy of final requisition number ten: \$166,997.65. This would imply that the project is 22%

complete. The requisition includes some stored materials for elevator, HVAC unit and lighting. Peter has reviewed. **Action:** John will get originals tomorrow for signature.

i. *The LBC passed a motion to pay requisition 10.

3. Project budget update:

a. Adjustments:

i. John Sayre-Scibona provided list of pending change orders (line 110)

ii. Deposit to Robert Evans murals (line 618). **Action:** SLIC committee will reach out to Robert Evans and also finalize plans with Friends committee. **Action:** Mary to send email clarifying plan and payment approach to Friends (possibly direct payment from renovation fund to Robert Evans).

b. New sub-committee: created to begin meeting, to track construction issues (e.g., roof renovations) more closely.

c. Cost analysis: John Sayre-Scibona working on analysis to outline cost impacts from delays to 1) provide systematic tracking of delays and associates costs, and 2) identify who is responsible for paying which.

d. Shared generator: LBC discussed how to seek agreement with other town officials on pursuing a shared generator (between the town hall and library). Peter Byerly has asked for price if town hall went-it-alone on generator, to do analysis supporting decision, including showing savings (for example from cost avoidance of not having to do long cable run). John Sayre-Scibona recommends bringing in estimator Fogerty to do this estimate. Plan is to gain approval at same time as final site approval.

4. SLIC Continued interiors discussion

a. **Action:** Schedule meeting with Heather, Peter, Alexis, to review design and budget

5. Other items not reasonably expected:

a. Exterior landscaping raised as topic to be discussed. Trustees have discussed having a landscaping committee. Proposal to develop a sub-committee. Likely spring work so this would be good timing. Should consider need to align to the rest of town campus. **Action:** include on agenda for next meeting. Peter Byerly to share current plans, including hardscape, stairs, but few plantings. Heather Willis to lead subcommittee to define priorities and build plan from there.

b. **Action:** Elizabeth Johnston shared the invoice for maple tree removal as a construction cost and will put through MBLC payment processing.

c. **Action:** John Sayre-Scibona to look into unexpected alarm invoice (alarm system is shut down, unclear on what the bill is for).

d. Elizabeth Johnston shared schedule delay with MBLC, including summary and meeting minutes for their reference.

e. John Sayre-Scibona putting together a package for AV costs.

f. LBC will need to revisit fire suppression system with chief as part of approval process.

6. Next LBC Meetings

a. December 4th

b. January 8th

7. *LBC voted to adjourn meeting at 8:14 pm.

Respectfully submitted by Adam Page