

**Minutes for Joint Meeting of
Sherborn Library Building Committee & Sherborn Library Trustees
March 24, 2020**

LBC Members Present: Mark Brown, Roger Demler, Jim Kolb, Richard Littlefield, Alexis Madison, Heather Willis, Libby Yon, Chris Kenney (is a Trustee and a Member of the LBC)

Library Trustees Members Present: Mary Moore, Brian Connolly, Hank Rauch, Jennifer Searle, Chris Kenney, Jim Murphy, Bruce Eckman, Kristiina Almy

Also Present: Richard Marks (CHA), Michael McNulty (CHA), Rich Ryan (Beacon Architectural Associates), Peter Byerly (Beacon Architectural Associates), Elizabeth Johnston* (Library Director), Sean Killeen (Director DPW), Jeff Waldron (Select Board), and David Williams* (Town Administrator). *Elizabeth Johnston and David Williams are ex-officio Members of the LBC.

The meeting was called to order at 6:40pm. This was a Virtual Meeting conducted in connection with the Zoom Platform with call-in capability. Roll calls were taken to establish the presence of a quorum for the Trustees and for the LBC. It was announced that the meeting would be recorded and thereafter kept as an official Town record.

1. Approval of LBC Minutes

It was moved, seconded, and voted to approve the minutes of the March 9, 2020 meeting.

2. Library Project Update

- Two weeks ago Richard Marks and Michael McNulty, both with our new OPM, CHA, began work on taking over management of the project. Surety continued their investigations.
- Work continued on data gathering around four essential tasks in getting Surety what was required to move the project forward.

1. **Building dimensions-** Beacon will have new sketches by tomorrow, 3/25 for recommended corrections. It was commented that the LBC and Trustees will need to come to a decision on the best way to come to terms with the shifts to interior or exterior aesthetics as originally conceived (likely not performance related). There was a request for guidance from the OPM on best way to accomplish this along with their opinion.

Richard from CHA requested the architectural drawings in order to have a better understanding of what they are looking at with Beacon and give guidance after review. Beacon to provide brief narrative to explain what the technical changes are in 1-2 weeks. Review of the sketches will provide two talking points 1) show how the space was constructed and 2) allow Surety the ability to price the projects.

Recommendation made to have sketches generated to Surety at the same time as the Library boards so they have time to review simultaneously; thus, not further delaying the project.

2. **Campus Grading Issues-** There is an issue with the parking lot side grading between town hall and library which provides ADA access to 2nd level and lower level of library. The current grading plan was not followed by site contractor. Grading was not to spec, 10" lower than shown on drawings. Two choices for Town: 1) recreate the parking lot (which needs to be re-laid anyway) to meet the original design intent or leave grading as is and reconfigure entrance to the library with ramps and not sloped walkways (this would mean reconfiguring the outdoor terrace with less square footage to accommodate the ramp).

Recommendation already made on change order CPR-17 to move forward with sloped walkways. Beacon and CHA reject the work and the board was in agreement to stick with the original design.

3. **Main Roof -** roof testing back and was complete, formal report will be done end of week and shared. SGH report has been completed and shows moisture. Tom Ewing providing analysis by end of week for Surety.
4. **Moisture in addition.** Question around underlayment and water proofing. Richard Ryan had a question about the Grace Report from November 25, 2019 that shows damage due to workmanship. There are certain recommendations in the report that speak to remediations for below grade and peel and stick water proofing. This will be sent to Surety as part of the package we send with results of all four deliverables outlined above.

A question was raised about timing on Surety's response. It was noted that after the four things have been received by Surety it is likely they can give a response in 1-2 weeks and then a cost can be applied to the remediation to understand what the Town will bear. Mary will get some more information from Town Counsel on this process.

Request for OPM to establish a cadence around communication. Richard Marks plans to summarize a communication plan by end of week.

A summary of what CHA has been tackling since they were retained two weeks ago. OPM response: first call on 13th with town lawyer on the four issues that have been noted above. Review of the contents of thumb drive from previous OPM. An onsite walkthrough with Sean with history from Sean of project from start to present.

Deliverable: OPM requested for Grace report be sent as well as the SGH report. Also request for the 3/5 assessment reports from Beacon Consulting Group Inc. link to be sent.

Library Trustees took over their portion of the meeting to discuss:

1. Town Meeting Warrant Article, Prudent Investor Act
2. Director's Report in response to Covid-19 closures.

3. Next LBC Meeting: Monday, April 13 at 5 pm via teleconference.

Motion to Adjourn at 7:29pm

Respectfully submitted,

Alexis Madison