

**Minutes for Meeting of
Sherborn Library Building Committee
July 13, 2020**

LBC Members Present: Mark Brown, Jim Kolb, Richard Littlefield, Adam Page, Libby Yon, Chris Kenney, Elizabeth Johnston (Library Director).

Library Trustees Members Present: Mary Moore (Emeritus), Hank Rauch

Also Present: Michael McNulty (CHA), Peter Byerly (Beacon Architectural Associates), Eric Johnson (Select Board), Jeff Waldron (Select Board)

The meeting was called to order at 6:00pm. 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 LBC. It was announced that the meeting would be recorded and thereafter kept as an official Town record.

1. Voting of Minutes

- May 19, 2020 Library Trustees/LBC Joint meeting minutes approved with 1 revision;
 - Motion to approve after striking “* f) Action items and votes of LBC recommendations, if any “See LBC minutes” from the minutes put forth by Jim Kolb, seconded by Mark Brown. None opposed.
- Appointment of Mary Moore as LBC Ex Officio. Put forth by Jim Kolb, seconded by Adam Page. None opposed.

2. LBC Chair’s Report:

- Takeover agreement update: Agreement executed. Beacon Consulting Group “BCG” is the prime entity hired by the surety to complete the project. BCG has elected to hire Five Star as a sub-contractor.
- Invoices Approval;
 - CHA Consulting June invoice Approved pending submission of back-up.
 - WJE invoices # 0450217 & 0452890 not approved. CHA to request additional information for approval.
 - WB Mason storage invoice STMT28898113 approved pending visual confirmation of pallet delivery to WB Meyer warehouse. CHA to visit warehouse 7/17 for inspection.

3. OPM Update

- Budget Update:
 - CHA & BAA have reviewed all unapproved change orders previously submitted by Five Star. CHA has requested that Beacon Consulting Group review for legitimacy and resubmit as a BCG request if a claim is to be made. CHA also noted that the BAA proposal for services will be submitted by 7/17. CHA will provide an updated total

- project budget for the next meeting of the LBC.
- CHA to be included on the finance director's report distribution.
- Project Update:
 - CHA noted that BCG has mobilized, with removal of the rejected waterproofing and CMU piers underway.
 - CHA noted that the building commissioner will likely require an amendment to the building permit to list BCG as the prime general contractor. Permit number would remain unchanged, and all trade permits would remain.
 - CHA and BAA agreed that BCG's initial approach to taking over the completion of the project has been a positive development.
 - CHA noted that the project schedule submission date required by contract/takeover agreement was met, however the substantial completion date reflected in the schedule is 2/8/2021, a week beyond the contract date of 2/1/2021. CHA requested that with the next project schedule update that a recovery plan be included to bring substantial completion back to 2/1/2021. CHA will request an xer file and narrative with schedule updates.
 - COVID-19 Safe Restart. BCG to provide updated Site Specific Safety Plan including specific Covid-19 protocols, procedures, and contingency plans per state guidelines. Elizabeth Johnston noted that CHA to provide plan along with project update to MBLC and coordinate update requirements going forward.
 - Weekly Owner/Architect/Contractor site meetings are being held on Tuesdays at 1PM.

4. Unfinished Business

- SCCF Lease Extension:
 - No update. Will need to be extended before end of August. This has been included as an item on the Library Trustees agenda.

5. Next LBC Meeting: Monday, August 3rd at 6PM via zoom

Motion to Adjourn at 7:25PM

Respectfully submitted,

Mike McNulty