

JOINT VIRTUAL MEETING LIBRARY BUILDING COMMITTEE & LIBRARY TRUSTEES AGENDA  
**Tuesday, February 21, 2023**  
**Virtual Meeting**

**Adjourn to Executive Session**

Adjourn to Executive Session under the following exemptions, not to return to Open Session.

Item 1: To discuss strategy with respect to threatened potential litigation if the Chair so declares that an open meeting may have a detrimental effect on the litigating position of the Select Board and Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

Adjourn to Executive Session 7:32PM

Brian Connolly, Trustees Chair – Roll Call Vote

Erin Carroll (Yes), Brian Connolly (Chair) (Yes), Christopher Kenney (Yes), Sue Lepard (Yes), Mary McKenna (Yes)

Return to Public Session 8:10PM

**Trustees Participating**

Erin Carroll

Brian Connolly (Chair)

Christopher Kenney

Sue Lepard

Mary McKenna

Seth Molloy

**Other Participating**

Liz Anderson (Library Director)

Heidi Doyle (Town Treasurer)

Mary Moore (Landscaping Subcommittee)

Margo Powicki (Landscaping Subcommittee)

Irene Saranteas Bassalee (Friends)

**Chair's Report**

Erin Carroll, Max Klaisner and Frank Orlando will all run again for the Board. The continuity of Trustees is really important right now. Thanks to Mary Moore for finding these excellent Trustees. Erin Carroll will attend the Town Caucus with Brian Connolly on March 2, 2023.

No feedback yet on draft Library budget. Advisory Committee meets in March and will provide feedback.

Next LBC meeting is March 6, 2023

**Friends Report** (Irene Saranteas Bassalee)

Q1 2023 Events:

March 4 Winterfest - theme is reptiles in winter

March 24-26 is the book sale, possibly in Library or Community Center

April 1 is Trivia night fundraiser at the Community Center

May 13 is the Arts and Craft Fair at the Library - 63 art/craft vendors and 9 food vendors to date

- Working with Board of Health on permits and may present to the Select Board

Appeal is going very well, ahead of where we were last year (\$26,300 to date)

Congratulations to Liz Anderson for becoming the new Director, we're happy to be working with you

### **Library Building Committee** (Chris Kenney)

Punch List from CHA and BAA was submitted, very helpful

LBC 2/6/23 Mtg Update

- a. Invoices and Requisitions
  - a. Apex Pay Application #6 dated 1/18/22 for work completed through January (ductwork replacement) in the amount of \$19,966.15
    - i. Complete except for retainage
      1. LBC approved for payment
  - b. Tucker labor increase quote dated 3/18/21 for additional labor for double handling and trucking shelving, installation labor increases since 2018, and doubling handling shelving at the factory due to delays in the project in the amount of \$4,000
    - i. LBC approved for payment
  - c. (3) CHA Invoice No.'s 39202-20, 21, & 22 dated 11/25/22, 12/30/22, & 1/27/23 for OPM services for Nov., Dec., and Jan. in the amount of \$10,800 each
    - i. Back-up letters dated 12/9/22, 2/3/23 provided
    - ii. LBC approved each for payment
      1. Agreement amendment needed
- b. OPM Reported Progress Review/ Schedule (CHA)
  - a. Schedule/Progress
    - i. Skylight repairs completed (unwitnessed by design team) report with photos from BCG/Eastfield pending
    - ii. Elevator machine room leaks- condition exposed, deficiencies at waterproofing at foundation, defective work noted per BAA letter, 7-days for GC to respond.
    - iii. Restored antique clock installed
    - iv. Egress lighting installed at exits
    - v. Ceiling installed at stair # 1 at basement ductwork, work complete.
    - vi. Lighting commissioning – service lights were not working, MV Electric fixture the issue
    - vii. Library shelving installed, few missing pieces back ordered
    - viii. Carpet tile replacement punch list work complete
    - ix. Apex punch list fixes completed
  - b. Move Coordination
    - i. Book move underway
    - ii. FF&E – all furnishings delivered from storage at WB Meyer, placed
    - iii. Falvey refinishing shop modifying end panels
    - iv. Inventory of all items damaged in storage, or missing being compiled for insurance claims
  - c. Substantial completion/ TCO update
    - i. BCG vendor to complete chlorination of watermain to town hall, testing report pending
    - ii. Main items include exterior leak fixes not finalized, accepted by BAA
    - iii. HVAC Commissioning- NV5 testing & balancing report submittal returned revise & resubmit
    - iv. Hang hooks at toilet rooms
    - v. CHA monetizing punch list items, list anticipated soon
    - vi. BAA finalizing assembly permit document for submission
- c. CHA Project Budget
  - a. No budget update provided
- d. Next LBC mtg on 3/6

### **Landscaping Subcommittee** (Mary Moore)

Revised Scope: reviewing for signature - will be done for the Fair

## Tonight's update

- 1) Phase I Library Landscape (April/May) - updated contract w/ revised scope in hand, need Trustee signature, voted approval Feb 2022, funded from generous Weezie Foundation Grant.
  - Memorial benches (\$7.5K)
  - Temporary watering system
  - Additional Naming opportunities pending
  - Maintenance Plan developed, to be reviewed
- 2) Town Campus ARPA Grant - new hillside steps comprise \$36,000 of this amount. Design finalized based on what we presented last year, contract and schedule pending, handrail vendors identified, lights.
- 3) Searching for new Globes for Campus Granite Posts ©



## Timeline



Brain Connolly signed the contract for Giovannella Landscaping  
Liz Anderson: Thank you Mary Moore for fixing the bench in front of the Library!

### Finance Subcommittee (Brian Connolly, Liz Anderson)

Brian Connolly:

Endowment now \$2.66M - up from December.

Frank Orlando continues to hold weekly meetings with Town for accounting.

Trying to get last MBLC payment (substantial completion of Library) - Watching this closely

Liz Anderson:

Received several thousand dollars in donations in memory of Sally Saltonstall Willis.

Received a one-time MA Cultural Council Grant (Covid-related) \$38,870 - these are Unrestricted funds

### IT Subcommittee (Liz Anderson)

Completed wiring, almost all computers in place

Speakers/AV/Displays are still in process

MLN work is finished, curbside pickup is in place

Few items missing from storage - Mover is tracking this down

Phones are up and running (VOIP with Town) Klaus Ullmann has been very helpful

### Community Relations (Sue Lepard)

We're ready to go when the date is established for the opening.

### Personnel Subcommittee (Erin Carroll)

Saving the data from Director Search for help in future hires.

### Library Director Report (Liz Anderson)

Last week of January the move out of the Community Center started - slow at beginning but picked up.

The Building Inspector walk through was last Friday.

Shelving - we're short on space for ADA compliance, so aggressive weeding is underway.

Almost completely out of the Community Center & cleaned up.

Sean Killeen and the DPW have been incredibly helpful.

Wonderful to be in the new building!

Mural: Rob Evans may do this when the library is open.

Mary Moore is seeking funding (MA Cultural Council) to document the mural and the landscaping.

Bill Miller from town may help (Director, Editor - he's won Cleo Awards).

Brian is working with him - DSCTV could film and he could edit.

Curbside is still slow, but we can do this at our library now. Found the key to the Book Drop.

Exterior book drop is right on Sanger St near the bike racks for convenience.

Next Trustees' Meeting is March 21, 2023

Vote to Adjourn 8: 55PM

Motioned to Adjourn; Seconded, Unanimous Approval.