

**Sherborn Library Board of Trustees & Building Committee**  
**JOINT VIRTUAL MEETING**  
**Tuesday, December 21, 2021**

**Trustees Participating**

Kristiina Almy  
Erin Carroll  
Brian Connolly (Chair)  
Bruce Eckman  
Christopher Kenney  
Maximilien Klaisner  
Susan Lepard  
Mary McKenna  
Frank Orlando

**Other Participating**

Library Director, Elizabeth Johnston

Library Building Committee: Jim Kolb, et al.

Steve Brown CHA

Sean Killeen, Director DPW

Jeff Waldron (Select Board) Margaret Powicki (Landscape) Liz Anderson (Library)

This was a virtual meeting conducted in connection with the Zoom Platform with call-in capability. Consistent with requirements, the meeting was being recorded and will thereafter be kept as an official Town record.

**Call to Order**

The meeting of the Library Trustees was called to order by Chairperson, Brian Connolly & Jim Kolb (LBC) at 7:33pm

**Chair Report**

**Voting of Minutes**

Two changes 1) Endowment gift agreement letters for the Mary B. Saltonstall Capital Fund and Richard Saltonstall Operating Fund are separate 2) Town meeting was said to be scheduled April 8 – Town meeting is now April 26

Brian took a vote to approve minutes from meeting held on Nov 16, 2021, motioned, seconded, approved unanimously.

2. Review Status of Abatement & Ductwork Bids & Award of Work (Jim Kolb, Chris Kenney, Steven Brown (CHA) & others)

Jim Kolb:

- A) No ductwork bids yet.
- B) Abatement looks good. Handing it over to Steve Brown (CHA) for discussion

Steve Brown CHA: Abatement Bids In - Bristol Environmental looks very positive

Bristol's references are positive so far (1-5) for Bristol Construction (12 projects) mostly 4's and 5's. Not public projects, but they have certifications and good scores on recent work.

Q. Can you state bids and amounts?: 1) Bristol Environmental \$93,250K 2) Omni Environmental - \$139,500 Big spread. Both engaged in walk-through. Below our estimate - Asbestos Removal Estimate: \$174,702.

Q. Are the Start/Finish times the same for both bids?: Both said inside a month for completion. Can start as soon as we provide Notice to Proceed.

Jim Kolb: Good qualifications to date.

Steve Brown: Good comments, mostly 4's and 5's, references very good. They should be able to perform well on this job.

Q. Demolition and abatement, not just abatement? I can call and check this. No flags that I saw that would suggest not just abatement.

Q. Average project rating was 97. 97/100? Yes, they received 97/100.

We need to coordinate with existing contractors. We have to manage this.

Q. Schedule and Completion date?: Next steps & timing: Notice to Proceed (gather required signatures) early January – 10 day notification – start work mid-January possibly, finish first or second week in February

Q. Is abatement contractor expected to do LEED reporting? Steve Brown will follow up with BCG/BAA.

Sean Killeen: Contractor has done no LEED reporting in 4 years and this is exempt – goes to landfill.

If we vote on a motion to give Notice to Bristol, sign off needed. Possible start early January? Contracts need to be completed.

Q. Can Select Board sign off on Notice to Proceed?

Select Board already voted in Executive Session to support this. David Williams or Eric Johnson signature should work (David not available right now). Can Eric Johnson be a backup? Yes.

Q. Notice of Award to signed contract? 5-10 days.

Q. Execution duration in contract? Both contractor had confirmed finishing within a month. Completion date for work will be specified in the contract.

Jim Kolb Motion to award contract? Procedure? LBC should recommend to Library Board of Trustees. Roll Call vote required. Motion put forth as a recommendation to the Trustees.

Motion to accept the recommendation. Proceed to award of contract to Bristol Environmental by for \$93,240K by Library Board of Trustees - Roll call vote unanimous. Approved.

Steve Brown – HVAC Update:

Information meeting January 6 for Ductwork – used same bidders plus two new bidders.

Bids are due Noon Jan 20.

Interest in this bid? Ductwork heavy – not expecting 5-6 bids. Expecting 2-3 bids, hoping for more.

Q. What is the estimate for the ductwork?

Likely not a 12 week job as initially estimated – more like 8 weeks

Estimated Completion date of ductwork – early June (potential to pull in earlier)

Estimate for ductwork ~ \$772K

Q. Any material availability issues?: Some supply chain issues, but should not affect time, hits cost.

Brian Connolly: Can we look at the Jan 24/25 for a recommendation?

25<sup>th</sup> is earliest, later that week is better.

Aim for a joint meeting on the 26<sup>th</sup> between Trustees and LBC to review these bids

Q. Any opportunity to consider any improvements? Or just straight replacement?:

Jim Kolb: May be a change in scope. Question will be asked again in next meeting.

Elizabeth Johnston brought up outstanding Beacon invoice. Will be reviewed at January 3<sup>rd</sup> LBC meeting.

LBC meeting adjourned 8:14pm

### **Chair's Report (Brian Connolly)**

- 1) ARPA Funds: December 16 Select Board meeting: They will start to formalize – ask Dave Williams. Library wants to be considered for ARPA funds.

Can someone on the Trustees join Erin to work with town on ARPA possibilities?

Jeff Waldron: \$1.218M up front - available until 2025. Opportunity to take the burden off the taxpayer. Showcase opportunities are encouraged.

Jeff Waldron suggested Erin engage with Natalie Weare & Brendan Daly.

Landscape Committee – keep them in the loop as a coordinated effort.

Erin Carroll will reach out to Natalie and Brendan and Mary Moore will keep her in the loop.

- 2) Got MBLC contract extended thanks to Elizabeth Johnston – in process to get this signed – extends to June 2023.
- 3) Town meeting timetable sent out recently. Meeting is April 26, 2022. February 2 is the library budget review.

\$13.8 is the current budget estimate (includes \$950K for ductwork)

Original \$3.8 MBLC + \$1M town (\$7.5M voted/approved as Sherborn town threshold) Project Private Donations \$4M

No need to go to Town Meeting for additional Authorization

Q. Do we need to renegotiate the soft costs with contractors? Another quarter in any event. Any opportunity to renegotiate? Good suggestion. Monthly run rate is negative. Will review this.

4) Gift Agreement Restatement – Dudley & Sally Willis Fund

Motion to Approve restated gift agreement – passed Unanimously.

### **Friends of the Sherborn Library Report**

Amy VanLangen, President, Friends of the Sherborn Library traveling for holidays so Elizabeth Johnston gave update:

Friends insignia gifts are for sale at both the Library and Sherborn Gallery. All proceeds go to the Friends.

### **Subcommittee Reports**

#### **Building Committee (Chris Kenny)**

LBC 12/6/21 Mtg Updates:

- a. BAA Materials
  - a. CCD 18r2- BAA issued for credit to remove paving from scope of work. Town did this.
- b. BCG Materials
  - a. Pay Application #46 - work completed thru June for \$175,676.14
    - i. Net credit <\$127,323.86> due to liquidated damages calculations per BAA certification letter 12/2/22
      - 1. LBC voted for work in place amount
- c. CHA Materials
  - a. Contract Amendment #2 for \$108,000 dated 11/1/21 executed by Town on 12/13
- d. Project Budget
  - a. Update provided by CHA of 12/6/22
    - i. Total project budget \$14,411,423 (\$1,030,448 increase)
      - 1. Construction \$9,089,548 (\$992,880 increase: \$950,000 abatement/duct replacement + \$42,880 added CR's)
      - 2. Design Consultants \$22,560 architectural services extension
      - 3. Management & Support Services - OPM extension \$15,000
- e. Invoices and Requisitions
  - a. BAA Invoices
    - i. #2021-09 (work Thru September) for \$39,662.49
      - 1. Includes Bid re-org, civil work, assistance to Town Counsel, CA, and GC errors
        - a. Approved by LBC
    - ii. #2021-10 (work Thru October) for \$31,260.00
      - 1. Existing Conditions report, civil work, assistance to Town Counsel, CA, and GC errors
        - a. Approved by LBC

- 2. CHA invoice - none t be reviewed or voted at this meeting
- f. OPM CHA Reported Progress Review/ Schedule
  - a. Progress per SB
    - i. Non-conforming work per BAA & Not complete work being tracked
      - 1. Skylight/ Curtain wall testing
        - a. GC to fix to achieve a warrantable completion
      - 2. CHA active and acting as clearing house for work to complete items from BA and BCG lists, determines what is added or removed from list
    - ii. FF&E, technologies, Light Fixture work- being tracked
    - iii. Stacks, refinishing – confirmations pending
    - iv. Final paving completed by the Town (3 projects combined- Library, Town Hall entry and west side)
      - 1. Berms and signage remain
    - v. Work under protest
      - 1. BCG Letter dated 12/8/21 indicating they are proceeding with work and tracking T & M for:
        - a. Window header demo
        - b. Children’s room desk height
        - c. Cedar band at face of tree house
        - d. Cedar medication at M line
        - e. Bookdrop drywall
        - f. Floor transition at interior storefront
        - g. Temp heat where duct can’t be used
  - b. Contractor Schedule update due with next requisition
    - i. Change requests for time being submitted can’t be evaluated with current schedule.
    - ii. Current anticipated end date 6/21/22 due to duct replacement & abatement estimates.
- g. Abatement & Duct Replacement Bidding
  - a. Combined abatement and Duct package resulted in no participation in mandatory prebid walkthrough.
    - i. Determinization made to separate packages, bid abatement separately
      - 1. Abatement walkthrough occurred on 12/8, (3) bidders interested
      - 2. Abatement bids received 12/16, award anticipated 12/21
  - b. Duct work replacement bid process to follow
- h. Next LBC mtg on 1/3/22

Frank Orlando: Ready for CHA to test the windows February 5. Lot of carpentry correction going on.

Q. BAA sending requirement for schedule? Hasn’t shown up yet.

Q. No Five Star employees on site, are they no longer working on this? They have subcontractors on site.

**Landscaping Subcommittee (Mary Moore)**

Summary from Landscape Subcommittee Meeting:

1. Library Landscape & Maintenance Plan  
Prepared by Hadley Berkowitz
2. Campus Landscape & Maintenance Plan  
Prepared by Janet Walsh
3. ARPA Grant Application  
Consideration of concepts for staircase repair/replace  
Meeting with subcommittee and stakeholders on 12/28  
Sam Nelson drafting ARPA grant by early January  
If awarded, Trustees vote to approve design @ future meeting (mid-January)
4. Request for Trustees to approve \$2K from landscape endowment to supplement anonymous Friends gift (\$2.5k) for:
  - Professional Library Site Landscape Design & Maintenance Plan
  - Phase I Installation oversight
  - Restoration of Sawin Academy Sign
  - Restoration of bronze statue "Frog and Toad" at back patio
5. Next Steps
  - Submit ARPA Grant application for Staircase (mid-January)
  - Present Landscape Designs to BoS (early 2022 goal)
  - Tree work (pruning/removal) recommendations and estimates approved by Trustees (January)
  - Phase 1 Landscape recommendations and estimates approved by Trustees (February)
  - Phase 1 installation (Spring)
  - Continued collaboration with DPW - Campus Landscape Site & Maintenance Plan (Janet Walsh)  
(Globes, lighting, etc.)

Q. Feeding of trees is coming up in many places. Is this being coordinated? Will pull them all together.  
Brian Connolly: The Weezie Foundation grant was written to kickstart new library project, includes tree maintenance

Is approval for the Landscape Endowment possible in the January meeting? Yes.

Timeline will be presented in January that will be coordinated with DPW.

Jeff Waldron: Sean Killeen has to submit his budget by Dec 31, 2021. He may need some placeholders.

Mary Moore will contact Sean before then.

Mary Moore shared some beautiful photographs of the new library from Hadley Berkowitz

### **Finance Committee (Frank Orlando/Elizabeth Johnston)**

1. FY23 operating budget due Dec 27, 2021. Discussion & vote to submit (Elizabeth Johnston)
  - 4% COLA added Level funding in other costs, one exception:
    - MA State requires 20% of operating budget must be on the collection for our population. We asked state for 16% as we are open more hours than required for our population, so we got flexibility from the state based on our high level of service.
  - Staffing: \$417, 577 + Expenses: \$165,221 = Total Budget: \$582,798.
  - Note COLA 4% looks like 3.6% - 4% is on hourly rate – shows per annum re 3.6%
- Q. June 2022 anticipated date of opening? Yes, Fiscal 2023 starts in July 2022.
- Q. If opening is delayed, will 2022 budget have surplus? Not as much as in previous years, as Elizabeth hired two positions thinking we would be in the library, also still have to pay Community Center rent.

Note: Commonwealth increased state aid – library received \$3099 this year, and will get a second grant of \$3099 in April 2022 for a total of \$6198K. Good news, offsets operating budget.

Motion to Approve the FY23 budget submission, seconded, and approved unanimously.

2. Weezie Foundation grant awarded, addressed earlier in Landscape discussion.
3. Waiting to hear officially on the Saltonstall grant.

**Technology Committee (Frank Orlando)**

No update.

**Community Relations/Communications (Kristiina Almy, Max Klaisner, Susan Lepard)**

Brian Connolly: 2 milestones coming up: Abatement and Ductwork. Update to the town when we know the schedule in January?

Susan Lepard: Wait until February when more certainty is available. Public forum late March or there's potential to announce opening date at town meeting. Bruce Eckman strongly agrees, Chris Kenny as well. Wait for more certainty.

Brian Connolly: We will aim for a February update, when we have a schedule.

Susan Lepard: Great news that we are not going back for more money.

Brian Connolly: Slightly mixed message - \$7.1 maximum was approved, but many in town thought they would pay \$1M. Likely it will be 6M+ (not including any recovery monies). Still not going beyond their original threshold, and likely some recovery in litigation.

Susan Lepard: In a forum, make clear what was approved. How much did this cost? Thank the town for their patience with an event or similar.

**Director and Assistant Director Reports**

Covered in Finance Session under FY Budget

Next Trustees' Meeting Scheduled: Jan. 18, 2022 7:30 p.m. (Since rescheduled to January 26, 2022.)

**Adjourn to Executive Session**

Chair: 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).

Roll call vote. Adjourned to Executive Session at 9:21pm.

Submitted,

Mary McKenna, Recording Secretary