

**Virtual Meeting of Sherborn Library Board of Trustees
Tuesday, Feb 15, 2021**

Trustees Participating

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

Other Participating

Elizabeth Johnston (Library Director) Jeff Waldron (Select Board) Margaret Powicki (Landscape) Sean Killeen (DPW) Amy VanLangen (Friends of the Sherborn Library), Heidi Doyle (Town Treasurer)

Virtual Public Meeting

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 at 7:32pm

Chair's Report (Brian Connolly)

Voting of Minutes - Brian Connolly took a vote to approve minutes from meeting held on January 26, 2022, which were motioned, seconded, approved unanimously.

Town Caucus – Candidates and Caucus Nominations are put forward March 5, 2022

Town election is May 10

Bruce Eckman is not running for election again

Two new trustees are needed need for the Library Board. Let Brian Connolly know of any prospects.

Using Nextdoor and other town networking tools for awareness of open positions.

Advisory Committee 2/2/22: Budget presentation

Elizabeth Johnston did a great job – Operating budget only. Questions on library project, let new advisory board members know this is only the Library Operating Budget.

Brian Connolly mentioned the Trustee Operations Offset is 10-12% annually (~\$65K)

Next step is Public Hearing March 26 going through all the Town budgets

March 15 meeting: Brian Connolly will not be present and is requesting a Chair Stand-In

Friends of the Sherborn Library Report Amy VanLangen, President, Friends of the Sherborn Library

An in-person event is being planned for an early April library fundraiser.

Subcommittee Reports

Building Committee (Chris Kenny)

LBC Meeting Feb 7, 2022

- a. BCG Materials
 - a. Change Order #24r1 For \$41,384.85 dated 12/2/21
 - i. Includes CCD's 14, 16, 18r2, 19, and 20 for requested changes.
 - 1. LBC approved pending language verification by Town Counsel
- b. CHA Materials
 - a. Smith & Wessel Proposal dated 6/16/21 for \$18,330 for abatement consulting services including abatement work plan and project monitoring and air testing services.
- c. Invoices and Requisitions
 - a. BAA Invoices
 - i. Invoice 20-784 2021-11 dated 12/30/21 for \$ 37,586.96 for Services provide through November
 - 1. Includes Construction Administration, Town Counsel Assistance, Contractor Errors, ductwork replacement and consultant services (Green Eng. For site)
 - ii. Invoice 20-784 2021-12 dated 12/30/21 for \$ 24,702.50 for Services provide through December
 - 1. Includes Construction Administration, Town Counsel Assistance, Contractor Errors, ductwork replacement and consultant services (Green Eng. For site)
 - b. CHA invoice
 - i. Invoice 39202-08 dated 11/3/21 for \$ 37,100.00 for OPM Services provide through October
 - 1. Includes ductwork replacement estimate, OPM base services
 - a. CHA to review and clarify Sept/October Billings
 - ii. Invoice 39202-09 dated 12/31/21 for \$ 10,800.00 for OPM Services provide through December
 - 1. Includes OPM base services
 - iii. Invoice 39202-10 dated 1/30/22 for \$ 10,800.00 for OPM Services provide through January
 - 1. Includes OPM base services
 - c. WJE (Window testing agent)
 - i. Invoice 0501207 dated 12/20/21 for \$13,325.00
 - 1. Consultant window testing, site visits, testing reports
 - d. Per Stefura, Tucker Library (shelving)
 - i. quote #1 dated 3/18/21 for \$4,000 for additional labor involved with double handling
 - ii. Invoice # 9171 dated 1/27/22 for \$ 15,600 for storage 1/21-12/21, 1/22
- d. OPM Reported Progress Review/ Schedule
 - a. CW/Skylight remains non-conforming, BAA waiting on report
- e. Abatement & Duct Replacement Bidding
 - a. Abatement -Bristol Environmental
 - i. Mobilized 1/31, progressing with abatement work in attic crawl space
 - 1. Containment areas set-up, material being removed

2. Additional abatement extent TBD, Bristol unit rates to be utilized, Smith & Wessel to test for limits
 - a. LBC authorized CHA to direct Bristol to complete additional work while contained and mobilized.
 - b. Ductwork replacement- single bid received Apex Corp per CHA others indicated they were too busy to undertake the work
 - i. Amount \$779,900
 1. LBC voted to recommend approval
 - ii. CHA ductwork replacement Schedule
 1. Start 1st week of March
 2. Substantial Completion end of June
 3. Testing & balancing early July
 4. Town C of O end of July
- f. Project Budget
- a. Update by CHA reconciling with Town's accounts, CHA Format, and Schedule extensions
 - i. Per 2/7 update, Total project budget identified \$14,641,435
 1. Construction projected at \$ 10,289,737 (includes abatement & duct replacement)
 2. Includes Design Consultants, FF&E at \$ 2,358,441 archl' services extension, etc.
 3. Includes Management & Support Srvs at \$ 1,291,750 - OPM extension, etc.
 - ii. Financial Subcommittee to form, involve Advisory

Next LBC meeting is March 7, 2022

Brian Connolly noted a public announcement was made at the 2/10/22 Select Board Meeting about awarding the duct work contract to Apex with the amount, so it is now in the public record.

ARPA Funds Request Process & Priorities (Erin Carroll)

American Rescue Plan Act of 2021 (ARPA) Covid funds from Fed & State government

Erin is working with Elizabeth Johnston, Brian Connolly, Mary Moore

Formal application needed by end of the month (Request/Category)

6 Categories – almost any project could go in these

Applications must be approved by end of 2024 latest, and work must finish by end of 2026.

Recommending applications in five areas:

- 1) Construction delays with Covid – cost overruns
- 2) Landscape Improvements – may be in conjunction with town (water & sewer)
- 3) Asbestos Removal
- 4) Septic Replacement
- 5) Premium pay for essential workers – bonus payments

Select Board Mtg Feb 24 – hire consultant to help the allocation of what is remaining of \$1.25M

Half from State / Half from Federal dollars (Town spent \$300k to date – Woodhaven/Leland Farms)

Jeff Waldron is proposing we should do special projects with this - not current funding offsets.

Who makes the decision? Not really sure. Final process not decided. May follow existing procedures (e.g., Capital Budget Advisory reviews the projects & makes recommendations)

Possibly even a public vote – town money
We just missed this round of budget requests. Funds are in current budget for ARPA planning consultants.

Finance Committee (Brian Connolly/Elizabeth Johnston)

Library Building Project: \$14.6M project budget, Paid out \$11.3M to date, \$3.3M outstanding (\$1.1M in bank \$1.8M-\$2.2M outstanding – pay out at completion)

Of the \$3.2M, what can we finance, what do we need to pay outright?

Brian Connolly and Frank Orlando are working on this with Heidi Doyle (Town Treasurer)

Also have a short term gap of \$380K (~2 Months – potentially UBS short term financing if necessary)

Litigation expenses are being paid but are not really part of construction budget.

Working with Heidi Doyle on this as well.

Elizabeth Johnston: Saltonstall check deposited to UBS, now earning interest. Still waiting on second grant request to review options.

Technology Committee (Elizabeth Johnston)

Halted during Asbestos removal, had to move main computer rack.

Working with site staff on Card Reader installation - needs planning and access to the building.

Community Relations/Communications (Kristiina Almy, Max Klaisner)

Max Klaisner: Planning is in a holding pattern until we have an opening date.

Brian Connolly: Next communication would be when we know the move in date, with a high degree of confidence. Follow up our October letter before town meeting on April 26 (mid-March?) Letter? Forum? Not sure the Forum would be possible before the meeting.

Kristiina Almy: Can we use the recent CHA report with visuals and post on town or library website – what's happening with construction at the library for a mailing? Visuals are good.

Sue Lepard: Not enough has changed from our last visuals shared. Reports show progress towards work to complete. We need more information about opening date and we want to show progress. Books or furniture going in the library would be ideal.

Max Klaisner will revisit the Opening plan the group had develop – a list of actions working backward from opening day.

Q: Can we present the whole timeline in detail to the town? If we have a public forum that will be expected to clear up any confusion. A: Can't do anything that would impact ongoing litigation.

Brian Connolly: We need the abatement and ductwork replacement finish dates to have some degree of confidence in any date we share with the public.

Director and Assistant Director Reports

Elizabeth Johnston: Will attend the Friends meeting on Thursday.

Reported key actions/issues in other areas of this meeting.

Liz Anderson is not available to report out tonight.

Next Trustees' Meeting: March 15, 7:30pm virtual.

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 unanimous. Adjourned to Executive Session at 8:36PM.

Submitted,

Mary McKenna, Recording Secretary