

**Minutes Sherborn Library Building Committee**  
**November 28, 2016**

Present: Mark Brown, Chris Kenney, Richard Littlefield, Alexis Madison (via phone), Adam Page, Heather Willis, Libby Yon

Also Present: Elizabeth Johnston (Library Director), Mary Moore (Library Trustees), John Sayre-Scibona (Design Technique Inc), Peter Byerly (Beacon Architectural Associates),

The meeting was called to order at 7:00 pm.

**1. Approval of LBC Minutes**

It was moved, seconded, and voted to approve the minutes of the November 14, 2016 meeting, as amended.

**2. General Contractor Bids**

**a. bid results**

Peter Byerly presented the results of the General Contractor bids. Seven bids were received (see General Bid Tabulations, attached), ranging from \$6,626,000.00 to \$ 7,751,797.00; the low bid was submitted by Five Star Building Corporation of Easthampton, MA. John Sayre-Scibona noted that the GC bid was \$118,907 under the 75% construction document estimate, and outlined several possible cost increases: moving and storage, Sherborn Community Center lease, SCC shoring, and one cost reduction: printing (documents are distributed electronically rather than as printed copies). John estimated a net total of \$227,046.00 for the project contingency, and stated that the construction contingency remained 5% (see Project Budget, updated 11/28/16, attached). John reported that Five Star "raved" about the quality of the construction drawings and congratulated Peter, Richard, and their associates.

**b. roof**

The bid for alternate #1, total roof repair, was \$190,750. John noted that the Green Design and Eversource incentives (awarded upon post-construction certification) would return an estimated \$113,172, which would offset a substantial portion of the roof cost. The committee discussed various options for funding the full roof repair: additional fundraising, asking the Town to share the cost, possibility of contingency covering the cost. John noted that the committee could accept the alternate and, if additional funding was not secured, issue a change order to do only a partial roof repair. The committee voted unanimously to recommend to the Library Trustees that they accept alternate #1, and ask the Town to share the cost. Pending the Trustees' decision, Mary Moore will discuss the recommendation with the Advisory Committee and the Capital Budget Committee.

**c. bid acceptance**

Peter noted that the GC bids are good for 30 days. John explained that the painting filed sub-bid was withdrawn, but that the Inspector General's office would allow a replacement bid. John recommended that the committee name Five Star "the apparent low-bidder" and announce "conditional acceptance of Five Star's bid, subject to satisfactory evaluation by DCAMM (Division of Capital Asset Management and Maintenance) and due diligence on references." The proposal was moved, seconded, and voted unanimously, and the committee's recommendation will be presented to the Library Trustees at their meeting on December 5. John will send a memo to Dave Williams, Town Administrator, reviewing the bid process and contract proposal.

**3. Interior Design**

Peter summarized the direction of the interiors subcommittee, both of the overall design and the particular focus of each area of the Library. The subcommittee plans at least two more meetings to discuss materials, lighting, flooring and furnishings and to develop a complete proposal. The proposal will include some reuse of existing furniture and budget considerations (both allowances and additional funds). The next subcommittee meeting is December 7 at 10 am.

#### **4. Sherborn Community Center**

Elizabeth Johnston reported that the shoring is complete and has been inspected; that the SCC's electrician is developing an estimate to provide the necessary power, data, and phone service; and that William B Meyers has been selected as the mover and their contract has been sent to the Town Administrator. Elizabeth and the Library staff have almost completed the work of culling the collections and determining what will be brought to the Community Center, what will be stored, what will be put on the surplus list, and what will be discarded. Elizabeth reported that the movers are flexible about the actual schedule, and that she is anticipating the move will take place at the end of December. Mary proposed that an extensive press release on the construction project and the Library's move to the Community Center be prepared for the end of December.

#### **5. Added Topics**

##### **a. submittals**

Peter asked if the committee wanted to participate in the review of the contractor's submittals, to determine their conformance with the design and documents. Chris Kenney volunteered to develop and distribute a submittal log (attached) from the bid document table of contents, and at the next LBC meeting members can indicate what submittals they would like to review. Elizabeth suggested that various samples be displayed at the Community Center, for Library patrons and donors to see.

##### **b. Trustees walk through**

John suggested that the Trustees schedule walk-throughs at various stages of construction.

#### **6. LBC Meeting Dates**

The next meeting of the LBC is December 5\* at 7 pm, at the Police Station.

It was moved, seconded and voted to adjourn the meeting at 9:00 pm.

Respectfully submitted,

Libby Yon

\*The meeting was subsequently changed to December 19, and then canceled. The next meeting is January 9.