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DATE: March 4, 2024  
TIME: 8:56 AM

## Belmont Public Library Building Committee Meeting

Meeting Minutes Tuesday 1/9/24 at 5:00 PM  
Zoom Meeting

### Building Committee Members

#### Attending:

Sally Martin  
Steve Engler  
Christina Marsh  
Marty Bitner  
Kathy Keohane  
Stephen Sala  
Heli Tomford  
Peter Struzziero (Library Director)  
Marcie Schorr Hirsch  
Dave Blazon (Facilities Director)  
Clair Colburn (Committee Chair)  
Robert McLaughlin

### CHA – Owner’s Project Manager

David Hurley  
Jake Zelikman  
Tom Gatzunis

### Oudens-ello -- Design Team

Noel Murphy (Architect)  
John Branagan (Architect)

### Others:

Andrew Paulson  
Lucia Gates  
Richard

1. **Welcome the public.**
2. **Approval of Meeting Minutes-** Christina Marsh made a motion to approve the minutes from 12.12.23 this was seconded by Marty Bitner and approved unanimously.

Christina Marsh made a motion to approve the 12.20.23 meeting minutes. This was seconded by Marty Bitner and approved unanimously. Robert McLaughlin abstained as he was not present for this meeting.

3. **Approval of invoices-** Sally Martin made a motion to approve Bid Docs invoice number #23-L4B3-1 in the amount of \$750 for the general and filed sub-contractor prequalification services, this motion was seconded by Marty Bitner and approved unanimously.

Robert McLaughlin made a motion to approve CHA invoice #388440-08 in the amount of \$14,900, this motion was seconded by Kathy Keohane and approved unanimously.

Sally Martin made the motion to approve Oudens-ello invoice #2801-11 for \$127,803.72 which includes work from consultants and engineers. The motion was seconded by Robert McLaughlin and approved unanimously.

Sally Martin discussed Change Order #1 from Diamond Relocation in the amount of \$868.00. David Hurley provided an update to the committee with context regarding the reason behind the change order. Robert McLaughlin explained the process for ratifying Change Orders below the \$10,000 threshold and noted that the committee had previously authorized Clair, Sally and or Bob to approve such invoices. This is a common practice with committees and will allow work to proceed on schedule. The change order was ratified by the committee.

4. **Schedule update** – Kathy Keohane gave an update regarding disposal of surplus goods and the timing in which various groups and departments would be visiting the library to remove said goods. The library was opened to town departments and schools starting Monday January 8<sup>th</sup> and through Wednesday January 10<sup>th</sup>. The library will be open to other libraries within the Minutemen Library network as well as charitable organizations starting Thursday January 11<sup>th</sup> and through Friday January 12<sup>th</sup>. A yard sale will be open to the public on Saturday January 13<sup>th</sup> between the hours of 10:00am and 4:00pm. Kathy requested the availability of the committee members to help volunteer during the public yard sale and suggested breaking this into two timeslots, 10:00am to 1:00pm and 1:00pm to 4:00pm. Clair Colburn requested David Hurley to create a Doodle poll to help gauge volunteer availability.

Kathy Keohane also mentioned the scheduling of a Decommissioning Ceremony to take place either Monday January 22<sup>nd</sup> or Tuesday January 23<sup>rd</sup>.

David Hurley provided a project schedule update which included an update on the current status of the library move, removal of the CPA grant items, demolition contract administration and upcoming demolition activities, prequalification working group, 90% construction document submission, 90% construction document estimate and forecasted schedule for publishing construction documents for filed sub bidders.

5. **Design update** – Noel Murphy provided an update on the current status of construction document progress and targeting publishing of construction documents at the end of the month. Noel shared with the committee that the MA Plumbing Code was just recently updated and potentially may have impacts on the overall timing and coordination of the design.  
Noel pointed out and discussed that FF+E (furniture, fixtures and equipment) are specified as owner procured items and that we would be deliberating on decisions for selections of style, color, fabric etc. as well as determine our method of sourcing over the months of February through June. Noel also mentioned that we need to schedule a working group call with his lighting design team which is to be scheduled early next week.
6. **Public comment** – Andrew Paulson posed a question about providing and extending handicap accessibility to the pathway within the abutting garden adjacent to the library main parking lot. As designed the exterior pathway is not accessible within this area. Kathy Keohane acknowledged the question and explained that the path as designed includes an upper and lower area which include accessible paths. Kathy also expressed that the primary objective of the library project is to provide a newly constructed and functional library on time and on budget and that the exterior grounds would be considered secondary to core components of the project.

Clair Colburn stated that CHA and Oudens Ello would work to create a scope of work and provide a rough order of magnitude (ROM) to allow the committee to consider if this work could be considered as an add-alternate.

7. **New business** – No new business was discussed.
8. **Adjourn**- A motion to adjourn was made by Bob McLaughlin and seconded by Clair Colburn, the motion carried unanimously.