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DATE: January 11, 2024
TIME: 9:13 AM

Belmont Public Library Building Committee Meeting

Meeting Minutes Tuesday 12/20/23 at 5:00 PM
Zoom Meeting

Building Committee Members

Attending:

Sally Martin
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)

CHA – Owner’s Project Manager

David Hurley
Jake Zelikman
Tom Gatzunis

Oudens-ello -- Design Team

Noel Murphy (Architect)

Others:

Members of the public did attend.

1. Award Demo Contractor-

Tom Gatzunis shared with the committee that the lowest bidder is disqualified because their single project limit was less than their bid amount. The bidder claimed that they are an abatement contractor and would do the work in conjunction with a demolition contractor, but the AG's office confirmed that the two single project limits could not be added / combined. The bids that were received included: Banner- \$823,700 (disqualified due to reasons noted above), American Environmental \$873,711, J.R. Vinagro Corporation \$934,000, Passaquazzi Bros \$ 1,087,623, Encore Contracting \$1,152,000, and S&R Corp \$1,195,000.

Kathy Keohane had a question if the budget/scope will cover site work (i.e. berm removal). The design team answered yes, assuring Kathy that the budget/scope does cover the required site work.

Bob McLaughlin made a motion to accept the bid from American Environmental in the amount of \$873,711. This motion was seconded by Marty Bitner. The Committee voted unanimously in favor.

2. Proprietary Bid Item: Telephone System

An additional proprietary item requirement was identified: switchgear for the telephones. This item is required for the library phones to be compatible with the rest of Belmont’s municipal buildings. The Manufacturer is Alcatel /Lucent. Bob McLaughlin made a motion to accept this proprietary item. This was seconded by Marty Bitner. The Committee voted unanimously in favor.

3. Chair to execute contracts on behalf of the Committee-

Bob McLaughlin made a motion to authorize the Chair to sign and execute contracts, on behalf of the Committee, that the Committee has voted on. This motion was seconded by Heli Tomford. The Committee voted unanimously in favor except for Marcie Schorr Hirsch who is abstaining as she just joined the meeting and did not hear the whole discussion.

4. **Other-** Peter asked the question of what to do if change orders come up on the fly. The Committee answered that it is already in place that either Clair Colburn, Bob McLaughlin, and Sally Martin can authorize funds less than \$10,000.

Dave Blazon asked when the elevator will be decommissioned. This will happen when the building is turned over to the demolition contractor and before abatement starts.

5. **Future meetings-** There may be Meetings on the 9th, 16th, and 23rd for the month of January if required to approve contracts. The meeting on the 9th is at 5:00 PM and both the 16th and 23rd are at 6:00 PM
6. **Adjourn-** A motion to adjourn was made by Marty Bitner and seconded by Clair Colburn, the motion carried unanimously.