

Sherborn Library Building Committee
Minutes
February 6, 2017

Present: Mark Brown, Alexis Madison, Jim Kolb, Libby Yon, Richard Littlefield, Roger Demler, Adam Page

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

The meeting was called to order at 7:05 pm

1. Minutes:

- 1.1. January 9 LBC minutes approved pending additions: add 'town meeting' to 'warrant'; note that GC to install blocking in case of millwork on back wall of children's area
- 1.2. Minutes from December 15 interiors meeting approved for posting

2. Construction Update Five Star Building Corporation (FSBC): Abatement complete, demolition underway, schedule being updated

- 2.1. ***LBC voted to recommend** trustees authorize FSBC first requisition \$159,695.10:
 - 2.1.1. \$159,695.10 approved by construction team
 - 2.1.2. *Action Item:* John Sayre-Scibona (JSS) will break out what's grant eligible
 - 2.1.3. Requisitions needn't be summed by division (too time consuming)
 - 2.1.4. JSS has asked for monthly cash flow total invoice to help track schedule
 - 2.1.5. JSS has provided cash flow to town (includes DTI and BAA charges)
 - 2.1.6. *Action item:* JSS provide requisition electronically for trustees
- 2.2. ***LBC voted to approve** abatement change order of \$11,215 and approved payment of \$32,415 total subcontract sum to Encore, has been signed along with invoice. Elizabeth will bring to town for payment. Details:
 - 2.2.1. Uncovered asbestos, abatement cost at \$14/sq feet \$15,890, JSS negotiated down, saving \$10,215; \$21,200 net change order contains additional \$11,215 (for areas that couldn't be investigated at beginning of project)

3. Budget Update:

- 3.1. Changes reviewed: Hazmat abatement (out of construction contingency) and enhanced interior design (out of project contingency)
- 3.2. ***LBC voted to approve** budget changes: \$12,415 for Hazmat abatement out of construction contingency and \$27,680 interior design enhancement out of project contingency
- 3.3. *Action Item:* LBC did not vote to approve entire budget – JSS must revise to reflect roof alternate deduct

4. Budget review process discussion:

- 4.1. JSS requested that the LBC approve budgets going forward
- 4.2. Clarification: LBC agreed that in cases of major budget changes, the LBC will be voting to recommend approval by Trustees

- 4.3. *Action Item:* Chris Kenney will recommend to Trustees that field changes and authorizations under \$10,000, that are time sensitive and delay could cause additional cost, be approved by Jim, with expectation that 2 other LBC members be consulted. LBC agreed that John will review preliminary “PCO” (preliminary change order) list with that subcommittee
- 4.4. Future process of change order review and approval: OPM recommendation, change order comes in with cover letter, under \$10k, preliminary review by subcommittee, over \$10k, will be reviewed by LBC, signed off, with recommendation for trustee approval, then provided to Elizabeth, and then signed by Town Administrator and Finance sign, or will come back through process
- 5. Interiors Update:**
 - 5.1. Peter reviewed schedule and preliminary design schemes, explaining that final decision pushed out roughly a month to permit additional refinement of interior design
 - 5.2. Showed illustrations from the January 30th meeting and explained schedule: more detailed renderings and budget details for discussion of trade-offs in time for SLIC review prior to LBC presentation on 3/6
 - 5.3. *Action Item:* Peter Byerly to provide two detailed budgets to SLIC, representing the updated design, one for interior design choices, and another for furnishings along with cost impact of reuse
- 6. Additional Topics** not reasonably anticipated:
 - 6.1. Elevator proposals out to 3 companies
 - 6.2. *Action Item:* Peter Byerly to take another look at Leed points or Eversource incentives from roof work that could provide additional cost offset
 - 6.3. Discussed temporary parking setup and timing of gravel lot to accommodate construction parking
- 7. Next LBC meeting:** March 6, 7pm at the Police Station (Alexis acting secretary)

Respectfully submitted by Adam Page