

Minutes Sherborn Library Building Committee (LBC)
July 28, 2015

Present: Mark Brown, Roger Demler, Jim Kolb, Richard Littlefield, Heather Willis,
Libby Yon

Also Present: Elizabeth Johnston, Library Director; Mary Moore, Library Trustee;
Christine Cooney, Library Trustee

The meeting was called to order at 6:30 pm.

*The meeting began with the unanimous approval of meeting minutes from July 14, 2015.

Trustee Mary Moore relayed that at the previous Trustees meeting it was decided that Library Director Elizabeth Johnston and Town Administrator Dave Williams would be non-voting ex officio members of the LBC, and that Trustee Christopher Kenney would be a voting member. This results in a nine member LBC requiring the presence of five members for a quorum. Going forward the ex-officio members will be expected to inform themselves about the dates set for upcoming meetings and, barring a direct invitation from the LBC, to determine for themselves via the posted Agendas whether their presence at a meeting is necessary.

A discussion of the current and projected workload followed, based on information recently provided by John Sayre-Scibona for his firm, Design Technique, Inc. (DTI). Concern was expressed about DTI's ability to effectively staff the Sherborn project during the anticipated timeframe. As Mr. Sayre-Scibona recently took over the firm and the founder is no longer connected to the company, and has not been replaced, the fulltime staff has been reduced from four to three individuals. It appears from the furnished document that, barring unforeseen circumstances, DTI should have sufficient resources available. Other general concerns were raised concerning the selection, with the consensus of those present being that DTI, with the support of the Building Committee, would be adequately positioned to effectively manage the project for the Town. The Library Trustees present and the Library Director stated that they had an excellent working relationship with John Sayre-Scibona and DTI during the first phase of the project, and members of the LBC noted that was an important consideration.

*A call to vote was made on whether to retain DTI as "Owner's Project Manager" (OPM) for the final design and construction of the library addition and the Committee voted unanimously to retain the firm.

Several topics were covered during the general discussions which followed.

Mr. Sayre-Scibona had provided the Committee with a sample template for an “Owner’s Project Manager” contract. Mark Brown brought up the need for the reference documents of the OPM contract to be compatible with those of the contract which will be established with the Architect. The process by which the OPM contract will be established was reviewed by the Trustees, with the next step being a vote by the Trustees authorizing the Town to negotiate the contract with DTI. The next Trustees’ meeting is scheduled for Tuesday August 4, 2015. Roger Demler questioned if minor ancillary construction could be contracted for separately from the Town’s contract with the General Contractor. Jim Kolb commented that the issue of financing for the work would need to be reviewed on a case-by-case basis as the use of certain construction funds is restricted. Mark Brown inquired if an engineering study had been performed addressing the several issues related to the roof and if not, could one be considered at this stage of project design. The consensus among the Trustees was that such a study could be considered. Library Director Elizabeth Johnston requested that the LBC agendas and meeting minutes be posted on the Library’s as well as the Town’s websites.

Provided the Trustees accept the LBC’s recommendation and vote to moves forward with DTI as OPM, Mr. Sayre-Scibona will be invited to attend the next meeting of the LBC where specific “next steps” will be reviewed and discussed, principle among them, designer selection. The date of the next meeting will be set once the Trustees have approved the Committee’s selection for OPM and drafting of the OPM contract is in-process.

*A motion was made to adjourn the meeting at 7:30 pm.

Respectfully Submitted,

Richard Littlefield

*Vote Required