

Minutes Sherborn Library Building Committee
October 11, 2016

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

Also Present: Elizabeth Johnston (Library Director), Mary Moore (Chair, Library Trustees), Hank Rauch (Library Trustee), John Sayre-Scibona (Design Technique Inc.), Peter Byerly (Beacon Architectural Associates), Richard Smith (Adams & Smith)

The meeting was called to order at 7:07 pm.

1. Approval of LBC Meeting Minutes

It was moved, seconded and voted to approve the minutes of the September 26, 2016 meeting, with minor corrections.

2. Construction Documents: Project Schedule Update:

Peter Byerly distributed the attached "Project Itinerary" Memo, updated as of 10/4/16. Planned advertisement in the Central Register moved by seven days, from 10/12/16 to 10/19/16. The one week slippage impacts the pre-bid walkthrough (now 10/26/16), opening of filed sub-bids (now 11/9/16), the general bid opening (now 11/22/16), recommendations to vote, and recommendations by the LBC to the Trustees (now 11/28/16), and finally contract award by the Town (now by 12/23/16 at the latest). The construction phase schedule dates are not impacted.

Peter stated that the "Division 0" specifications had been placed in the project Dropbox; also that the sub-bids and general bids will be administered by Projectdog, Inc. based in Newburyport, MA. (www.projectdog.com). Bid documents and addenda will be available to the public on the Projectdog site.

3. Updated Project Budget:

John Sayre-Scibona distributed an updated project budget, dated 9/30/16, attached. This budget continues to show a project which remains within the authorized financial envelope while maintaining reasonable Project and Construction contingencies.

4. Flooring & Wall Finishes

Elizabeth Johnston noted that the "Finishes Subcommittee" had only recently been provided with samples of the proposed floor carpeting, the vinyl-composition floor tiling, and of the wall paint colors (see 9/12/16 meeting minutes, item 3c.). The consensus among the subcommittee members was that adequate time had not been allowed for prior to advertisement for the subcommittee to arrive at a reasoned recommendation. Specific questions remain on the pros and cons of tile (currently proposed) versus broadloom carpet, as well as the suitability of "greener" floor tiling to the petroleum-based product currently proposed (e.g. marmoleum).

John Sayre-Scibona suggested that questions re. type of carpet be posted to a bulletin board of library owners/administrators/personnel for feedback on performance, cost, etc. Given the impending project advertisement and in light of the fact that finishes are one of the last items of work to be performed, John further suggested that submittal of the flooring filed sub-bids be delayed until the subcommittee had completed its evaluation, and then bid at a later date, similar to the FFE package which is presently scheduled to be put out to bid in December 2016.

With respect to the furniture package it was discussed that, in principle, adequate time remained prior to the planned bidding of the FFE package for the subcommittee to work with Stefura and Beacon to arrive at reasoned recommendations.

5. Sherborn Community Center Update:

Elizabeth Johnston reported a preliminary estimate for the shoring of the Center of 7 – 10K. Further, several IT issues remain to be fully sorted out. David Williams is procuring updated bids from movers. Earlier bids included moving library operations to the Center prior to construction, back to the new library upon completion of construction, and the storage of additional items during the construction period. Alternative, less costly storage arrangements are under investigation.

Libby Yon indicated that an updated timeline should be provided soon to the Center; the lease is set to come into effect on 11/1/16.

6. Added Topics not reasonably anticipated by the Chair 48 hours in advance:

- a. Jim Kolb inquired as to the current status of the Historic District Commission (HDC) design approval. The HDC have no responded to recent efforts to coordinate their review. Peter Byerly and Mary Moore to follow up.
- b. Adam Page inquired if Beacon could provide the LBC with samples of the exterior finishes. Peter responded in the affirmative and agreed to provide samples on or before the Trustees Meeting scheduled for 11/18/16.
- c. Mary Moore reported that a Trustees outreach briefing was scheduled for 10/28/16 at noon with representatives of the Fire, Police and Community Maintenance and Development Departments. LBC members are invited to attend.

The next LBC meeting is currently scheduled for 11/14/16.

*Respectfully submitted October 24, 2016 by:
Richard Littlefield*