

Minutes for Meeting of LIBRARY BUILDING COMMITTEE
Monday, January 08, 2024, 6:00 pm via Zoom

Attendees: Liz Anderson, Jim Kolb, Chris Kenney, Brian Connolly, Mark Brown, Sean Kileen, Adam Page, Roger Demler, Richard Littlefield, Margaret Powicki, Pam Dowse, Deb Siefring, Mike Coleman, Rich Ryan, Tom Gatzunis Jr.

By order of Town officials, this meeting will be a virtual meeting and public participation may be limited. Roll call voting is required. Meeting will be recorded.

J. Kolb called LBC Meeting to order at 6:02 PM

1. 12.04.2023 LBC Meeting minutes voted on.

J. Kolb made motion to approve 12/04 Minutes, motion 2nd, all in favor - meeting minutes approved.

2. Chair's report

a) Invoices for approval:

- Beacon Architectural Associates:
 - BAA Invoice #20-784 2023-11 - \$15,045.00
 - Architectural Services provided in November.
 - J. Kolb made motion to approve, 2nd, all in favor, Invoice approved.
 - BAA Invoice #20-784 2023-12 - \$6,225.00
 - Architectural Services provided in December.
 - J. Kolb made motion to approve, 2nd, all in favor, Invoice approved.
- CHA Consulting, Inc.:
 - CHA Invoice #39202-29 - \$5,000.00
 - Professional OPM Services provided in August.
 - J. Kolb made motion to approve, 2nd, all in favor, Invoice approved.
 - CHA Invoice #39202-30 - \$5,000.00
 - Professional OPM Services provided in September.
 - J. Kolb made motion to approve, 2nd, all in favor, Invoice approved.
 - CHA Invoice #39202-31 - \$5,000.00
 - Professional OPM Services provided in October.
 - J. Kolb made motion to approve, 2nd, all in favor, Invoice approved.
 - CHA Invoice #39202-32 - \$5,000.00
 - Professional OPM Services provided in November.
 - J. Kolb made motion to approve, 2nd, all in favor, Invoice approved.

3. OPM Update

a) Recent Events:

- Skylight Leak
 - Intertek Scheduled for 10/9/23 to re-test

- Water test passed on 10/9
- Awaiting Final Report from WJE
- Elevator Machine Room Leak
 - Storefronts re-installed on 12/04
 - Storefronts caulked on 12/05
 - New threshold Delivery on 12/07
 - FiveStar & Jones demobilization on 12/14
 - CHA/BAA/Town walkthrough on 12/18
 - Edilstone on-site to complete jointing sand installation, clean bluestone stains, & Patch chipped granite stair tread on 01/03
 - FiveStar paint touch-ups at storefronts on 01/05
 - Gilbert & Becker on-site for Copper downspout replacement & Gutter repairs
 - Melrose Glass on-site to review issues with door plumbness, threshold profile/pitch, & to install door sweeps on 01/08
- Move-in
 - William B. Meyer & CHA discussing replacement costs.
 - CHA & COR working to finalize office furniture.
 - COR Delivered outstanding shelving on 01/03.
 - Coordination ongoing with Library, Stefura, & Furniture vendors to replace missing items.
 - Couch replacement order in process
- LEED
 - BAA applied for extension to Sunset dates for LEED Certification
 - Extension granted, BAA & BCG Coordinating LEED Closeout documentation.
 - BAA paid outstanding fee.
 - BCG needed log-in info to upload LEED Info.
 - WSP needed log-in info to upload LEED info.
- Project Closeout
 - O&M Manuals, Conformed Set of Documents, Closeout Info
 - Documentation has been provided throughout the years
 - CHA, BAA, & Town to discuss what has been provided, what needs to be provided, and confirming Town is in possession of all required documentation.
 - Cert. of Occupancy walk-through with BAA & Building Inspector on 01/08

b) Budget Update

- CHA working on updated budget sheet.

c) New Business

4. Proposed date of next LBC virtual meeting – 02/05/2024

J. Kolb made motion to Adjourn LBC Meeting to executive session at 6:24 PM

Roll Call Vote; Meeting adjourned at 6:25 PM