

Minutes Sherborn Library Building Committee
September 12, 2016

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

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

The meeting was called to order at 7:08 pm

1. Approval of LBC Meeting Minutes

It was moved, seconded and voted to approve the minutes of the August 8, 2016 meeting

2. Construction Documents

a. Update of current site approvals:

Peter Byerly reviewed the planning board meeting which resulted in approval of a building permit. He noted that when the town campus parking issue was raised, the planning board agreed town campus parking was out of library scope and would be handled separately. Some remaining conditions and information that needs to be captured, but building permit was approved.

b. Fire protection review with Fire Chief:

Peter Byerly reviewed the outcome of a meeting with the Sherborn Fire Chief prior to the planning board meeting. He explained that outside consultants recommended and above-ground fire-suppression system pump. The previous design called for an underground pump in a confined space that may be difficult to inspect. Beacon will redesign the pump to be housed above ground within the existing shelter, which should also be less expensive.

3. Scheduling of additional review meetings:

a. Peter Byerly remarked that the Building inspector meeting was planned for Thursday September 15. Also, that meetings should be scheduled with the both the Sherborn Historic Commission and MBLC within next few weeks. The MBLC has been provided with the 75% construction documents.

b. The committee discussed the need to meet with other constituents as well, such as the Police Department and Council on Aging. *Action:* Mary Moore and Chris Kenney to determine who and when to meet.

c. The committee discussed the need to review finishing packages (such as carpet) as needed to support the bid package requirements. *Action:* Alexis Madison to coordinate Beacon and Stefura to schedule a meeting.

4. Review of 75% Cost Estimate:

- a. Peter Byerly distributed Cost Estimates, Summary of prior estimate from May 16, and “75% CD Estimate Clarifications” memo. He explained that the current estimate was higher than the previous, describing the increases and Value Engineering ideas shown in the memo. The design team’s impression is that the total overage is not unreasonable and opportunities to mitigate it exist. The next step is to complete the value engineering and then structure the bidding package with add alternates that reflect the LBC’s recommended trade-offs.
- b. John Sayre-Scibona noted that MBLC and Eversource incentives that in the near future may offset some of the currently estimated budget overruns.

5. Project schedule update

- a. The LBC discussed how to refine the schedule to maximize time for value engineering and structuring a successfully bid project, and settled on setting a goal of completing bid documents by 10/5.
- b. *Action:* LBC to meet in a working session on September 26 to review BAA’s Value Engineering and agree upon add alternate recommendations to the Trustees to balance the budget. This will be followed by the Trustee’s final vote on add alternate prioritization.
- c. John Sayre-Scibona noted that “Front End” requirements must be coordinated with David Williams before the end of the month to support the bid process – essentially a list of requirements that bidders must meet. This is assembled by Beacon but needs to be done in concert with the Town so it complies with any applicable Town requirements. *Action:* Mary Moore to give David Williams a deadline of 9/26, provide him with a list of needs from John, and arrange conference call to review.
- d. Discussion that the Library Trustees should meet on 9/28 to agree to the LBC’s recommended add alternates. Suggestion that the team create pessimistic, optimistic and realistic options. BAA need final add alternates by 9/28.
- e. It was noted that Roofing is only contractor that will be prequalified.
- f. *Action:* BAA to publish a revised schedule reflecting the discussion above.

6. **Updated Project Budget:** John Sayre-Scibona distributed a draft updated budget for review, and reviewed how it aligned with the earlier cost discussion.

7. **Interior Design Update:** LBC agreed that Alexis will set up meeting as noted above. Further discussion of design attributes not required for bidding will be held later.

8. Sherborn Community Center Update

- a. Mary Moore explained that she and Libby Yon and met with the Community Center team to give them a project update and address any concerns about the currently estimated move-in date, and proposed a well-received phased-in start. It was noted that the Community Center may want the fit-out to be temporary. Mary also noted that the fit-out is

acceptable from a fire code standpoint per discussions with Neal McPherson.

9. **Added topics** not reasonably anticipated by the Chair 48-hours in advance:
None raised.

*Respectfully submitted September 22, 2016 by:
Adam Page*