

**Minutes for Meeting of
Sherborn Library Building Committee
August 3rd, 2020**

LBC Members Present: Mark Brown, Roger Demler, Richard Littlefield, Heather Willis, Adam Page, Libby Yon, Chris Kenney, and Elizabeth Johnston, Mary Moore (ex officio)

Library Trustees Members Present: Hank Rauch, Brian Connolly, Chris Kenney

Also Present: Richard Marks (CHA), Michael McNulty (CHA), Peter Byerly (Beacon Architectural Associates)

The meeting was called to order at 6:00pm. This was a Virtual Meeting conducted in connection with the Zoom Platform with call-in capability. Roll calls were taken to establish the presence of a quorum for the LBC. It was announced that the meeting would be recorded and thereafter kept as an official Town record.

1. Voting of Minutes

- July 13, 2020 LBC meeting minutes approved:
 - Motion to approve put forth by Libby Yon, seconded by Mark Brown. None opposed.

2. LBC Chair's Report (by Mike McNulty on behalf of Jim Kolb):

- Takeover agreement update: Agreement executed. Beacon Consulting Group "BCG" is the prime entity hired by the surety to complete the project. BCG has elected to hire Five Star as a sub-contractor.
 - BCG has confirmed that all original subcontractors except for the sitework contractor will be brought back to complete the project.
- Invoices Approval;
 - No new items to vote for approval.
 - CHA Consulting June invoice Approved pending submission of back-up in 7/13 meeting. CHA noted that billing backup would be issued at fiscal month end and with subsequent invoicing.
 - WJE invoices # 0450217 & 0452890 remain outstanding. Additional back-up has been requested.
 - WB Mason storage invoice STMT28898113 was voted to be approved in the 7/13 meeting pending visual confirmation of pallet delivery to WB Meyer warehouse. CHA completed the visual inspection and the invoice has been paid.

3. OPM Update

- Project Update:
 - CHA noted that the new site contractor ERA has mobilized and begun removal of the parking lot pavement. We anticipate re-working the subbase this week with

- compaction testing by the end of the week. Binder to be place next week pending
- Misalignment remediation is underway, brick shelf concrete repairs have been poured and the survey work for the new masonry has begun. Waterproofing re-installation is anticipated to start next week.
 - CHA/BAA/NV5 met with Eversource and MV Electric on site to re-kick-off the project and confirm final site electric design. MV Electric is meeting with Griffin Electric later this week to turn over the Lock Out Tag Out of the main switchgear.
 - CHA requested the xer file associated with the 6/26/20 schedule update, and that the .xer filed and a narrative of changes be submitted with each monthly schedule update. With the schedule update submission tied to the monthly requisition submission, BCG did not plan on providing an update for July noting that they will not be submitting a requisition for July. We have notified them that they are mistaken and that a schedule update is expected – with narrative and .xer file.
 - Weekly Owner/Architect/Contractor site meetings are being held on Tuesdays at 1PM.
- Budget Update:
 - CHA & BAA have reviewed all unapproved change orders previously submitted by Five Star. CHA has requested that Beacon Consulting Group review for legitimacy and resubmit as a BCG request if a claim is to be made.
 - CHA has updated the project budget to reflect current information. CHA to maintain updates and issue monthly with a summary of changes from the previous month.
 - CHA to discuss construction requisition approval process with LBC Chair following meeting.
 - CHA to develop project meeting calendar for LBC.
 - CHA to confirm OAC meeting minutes and daily reports distribution list for the committee.

4. Unfinished Business

- SCCF Lease Extension:
 - No update. Will need to be extended before end of August.

5. Next LBC Meeting: Wednesday, September 9th at 6PM via zoom

Motion to Adjourn at 7:05PM

Respectfully submitted,

Mike McNulty