

**Minutes for Meeting of  
Sherborn Library Building Committee (Joint Meeting with Library  
Trustees)  
September 8<sup>th</sup>, 2021**

LBC Members Present: Chris Kenney, Mark Brown, Alexis Madison, Roger Demler, Adam Page, Richard Littlefield, Mary Moore (ex-officio), and Elizabeth Johnston

Library Trustees Members Present: Chris Kenney, Brian Connolly

Also Present: Jeff Waldron (Town of Sherborn), Steve Brown (CHA), Mike McNulty (CHA), Peter Byerly (Beacon Architectural Associates), Leland Hull (Sherborn resident)

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. LBC Chair's Report:**

- Invoices Approval;
  - o BAA invoice 2021-07 in the amount of \$34,263.50. Motion by Chris Kenney/2<sup>nd</sup> Mark Brown. All in favor.
  - o BAA invoice 2021-08 in the amount of \$36,050.00. Motion by Chris Kenney/2<sup>nd</sup> Richard Littlefield. All in favor.
  - o BAA Proposal AS-46 in the amount of \$13,680.00 Motion by Chris Kenney/2<sup>nd</sup> Mark Brown. All in favor.
  
- Tentative upcoming LBC meeting schedule:
  - Monday 10/4/21
  - Continuing 1<sup>st</sup> Monday of the month thereafter

**2. Voting of Minutes**

- o August 2<sup>nd</sup> meeting minutes were approved contingent on correction to attendees listed (add Richard Littlefield)

**3. OPM Update**

Project Update

- CHA presented the latest interior and exterior project progress photos.
- CHA reviewed CCD #15 with a page turn of the design documents.
- New brick installation complete, with copper flashing and granite installation now complete. Final copper downspout and gutter section completed. Staging has been removed. Cedar siding substantially complete.. With site retaining walls, landscape walls, , exterior hand rails, exterior patio pavers, and exterior concrete walks nearing

completion. Pre-punchlist work to complete list was generated by the team and is now being used by BCG to track item completion.

- Added flashing at the existing skylight now complete in 1 of 4 areas. Skylight water retesting to be schedule once completion contractor notifies BAA/CHA of repair completion.
  - Curtainwall/storefront window water testing results and recommendations received from WJE and passed on to BCG. BCG to review with subcontractors and manufacturer and advise on fixes. Retesting will be conducted once confirmation of repairs and confirmation of correct installation of approve details is received.
  - Coordination of FF&E delivery and installation with the work of the GC is on hold pending CCD #15 contractor schedule information.
  - IT subcommittee is meeting weekly. AV/Telcomm/Network Equipment list confirmed with equipment beginning to be ordered.
  - Weekly Owner/Architect/Contractor site meetings continue on Wednesdays at 1PM
- **Financial Update:**
    - See invoice approvals above (Item 1)
    - Total project budget with updated projections was presented.

**4. Next LBC Meeting:** October 4<sup>th</sup> at 6PM

Motion to Adjourn and enter executive session at 7:00PM

Respectfully submitted,

Mike McNulty