

**Minutes for Meeting of
Sherborn Library Building Committee
November 2nd, 2020**

LBC Members Present: Mark Brown, Roger Demler, Richard Littlefield, Alexis Madison, Adam Page, Chris Kenney, and Elizabeth Johnston

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

Also Present: Michael McNulty (CHA), Peter Byerly (Beacon Architectural Associates), Mary Moore

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 Invoices 20-784 2020-08 & 20-784 2020-09 recommended for approval by CHA. Motion put forth by Roger Demler. Seconded by Chris Kenney. All in favor.
 - o CHA September Invoice recommended for approval by Jim Kolb.. Motion put forth by Jim Kolb. Seconded by Mark Brown. All in favor.

- Tentative LBC meeting schedule thru expected completion:
 - Monday, 12/7/2020
 - Monday, 1/4/2021
 - Monday, 2/1/2021
 - Monday, 3/1/2021
 - Monday, 4/5/2021
 - Monday, 5/3/2021
 - Monday, 6/7/2021

2. Voting of Minutes

- o October 5th meeting minutes were approved contingent on two minor changes to attendees names noted. CHA to revise and issue.

3. OPM Update

- Project Update:
 - CHA presented progress photos and look ahead schedule
 - New brick installation continues, with copper flashing and granite installation also underway.

- Roofing replacement is underway with expected completion at the end of this week. There has been a consultant from WJE on site full time to witness the replacement and take samples, and BCG/CHA has documented with photos.
- Again, the curtainwall activities were noted as particularly concerning as related to overall schedule and weather tightness. Curtainwall shop drawings are expected to be submitted end of next week.
- It was noted that as of 11/1 winter conditions requirements are in effect.
- BCG provided an overall construction schedule update on 9/29/20. BAA/CHA provided comments to be incorporated into the October updated. As of this meeting we have not received the update. It is expected 11/3. It was noted that the previous schedule update did not provide a critical path that can be used to analyze the project schedule progress, this was noted in the schedule review comments sent to BCG.
- It was noted that a recovery plan/recovery schedule has not been submitted to date by BCG. This has been requested with each overall schedule update, and noted in the weekly OAC meeting minutes.
- Weekly Owner/Architect/Contractor site meetings continue being held on Tuesdays at 1PM, however CHA noted that due to the election activities at Town Hall this week's meeting has been moved to 1PM on Wednesday.
- CHA noted that OAC meeting minutes are being reviewed for accuracy, and revision comments are being incorporated by BCG as agreed.
- Financial Update:
 - BCG requisition 37/Change order 20 previously approved.
 - A draft of BCG requisition 38 was just received, which incorporates Change order 21 – as yet unapproved. BAA/CHA to provide comments on the change requests that will not be approved within Change order 21 to BCG this week.

4. Next LBC Meeting: Monday, December 7th at 6PM via zoom

Motion to Adjourn at 7:00PM

Respectfully submitted,

Mike McNulty