

Minutes
Sherborn Library Board of Trustees
September 10, 2018

Trustees Present: Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle

Library Building Committee Members present: Mark Brown, Roger Demler, Richard Littlefield, Alexis Madison, Adam Page, Heather Willis, Libby Yon

Others Present, Library Director Elizabeth Johnston; Select Board members Paul DeRensis, Mike Giaimo, Eric Johnson, George Morrill, Charles Yon; David Williams, Town Administrator Thomas McEnaney, Town Counsel; Diane Moores, Assistant Town Administrator; Sharon MacPherson, Finance Director; Heidi Doyle, Town Treasurer; Sean Killeen CM & D Director, Advisory Board Member/Library Liaison Jeff Waldron, Susan Aharonian, Advisory Board member; Kaitlin Dunham and Ariana Delaney, Friends of the Library co-Presidents; John Sayre-Scibona, Owners' Project Manager; Peter Byerly, Project Architect; Kevin Perrier, President, Five Star Building Corp. (FSBC); Robert Malone, Project Manager FSBC; David Hervey, Site Supervisor FSBC, David Goodsell, FSBC: and other interested parties.

Call to Order:

The meeting was called to order by Mary Moore (MM) at 7:02 P.M. This was a combined meeting of the Library Building Committee (LBC) and Library Trustees. The Library Building Committee meeting minutes were taken separately for the Library Trustees meeting minutes. This meeting was video-recorded and available for viewing through the Town offices.

MM welcomed all to the meeting, reviewed the agenda and commented on the goals of the meeting.

The LBC approved a motion to have Mark Brown (MB) appointed pro tem Chair of the meeting in Jim Kolb's absence.

Chris Kenney (CK), Library Trustee and LBC member reviewed a presentation on the Library Construction project status, including a revised schedule (dated August 14) with an estimated project completion date of December 21, 2018. CK highlighted several challenges including needing to make the building weather-tight, integrating with Town campus site work planning, design issues, change orders and the budget. CK also discussed several decisions the Town (through the LBC, Library Trustees, Advisory Board and Select Board) will have to make in the coming weeks, including a holding a special Fall Town Meeting to secure additional funding to complete the project.

CK introduced Charles Yon (CY), Head of the Sherborn Select Board, who expressed the Select Board's serious concerns about the project, the Library's importance to the Town and the need for all constituents and stakeholders to understand from Five Star Building Corp. (FSBC), and Beacon Architectural Associates (BAA) what is being done to assure the timely completion of the project with appropriate quality and cost effectiveness.

MB invited FSBC's project manager Robert Malone (RM) and president Kevin Perrier (KP) to explain what FSBC would do to get the project completed. RM described a multi-phased plan and emphasized the most important task is to get the building weather-tight so interior work can progress. He also discussed various dependencies with the site connections and receiving the skylight from the vendor, which could delay the project. MB asked many specific questions

about the construction activities and project plan which RM attempted to answer. Advisory Board member Jeff Waldron (JW) expressed frustration with the lack of adequate answers, challenged the December 21 completion date and asked Mr. Malone to provide a date when the building will be weather-tight. RM was unable to answer the question and replied he would have an answer by September 18.

KP stated that Change Order approval delays and changes to the building design have made it difficult to do work on the project. He asked that FSBC be given greater authority and funding through Construction Change Directives (CCDs) to be able to complete work faster. Library Trustees, LBC members asked KP many questions about specific activities needed to get the project done. CY questioned the substantial turnover in FSBC personnel on the project and asked KP if there would be adequate, qualified FSBC personnel assigned to the project going forward. KP described the additional personnel he has assigned to the project as his best employees.

MB invited Peter Byerly (PB) explain on behalf of BAA what is needed by BAA to manage the construction of the project through completion. PB stated it is a complicated project because the site is challenging and it is a difficult building. He cited the strong support and engagement from the Town agencies, including the Construction and Maintenance Department (CMD), and the LBC. Although the FSBC construction team has become more stable, there is continued back and forth on many issues. It has taken BAA a while to figure out who are the key decision makers. Jim Murphy (JM) asked PB who are the people needed to break and prevent bottlenecks and PB mentioned himself, Sean Killeen and Chris Kenney and Mark Brown. JM then asked what PB's opinion of the CDD process. PB responded that it needs more accurate record keeping by FSBC. Select Board Member Paul DeRensis asked PB if the December 21 completion date achievable. PB answered he did not know and FSBC would have to get answers to many construction related questions to meet their milestones. Dave Hervey from FSBC said he has been the superintendent on the project for five weeks and he is the lead guy to get through the bottlenecks, but he needs to get answers from BAA in a timely manner and needs that commitment from PB.

JW asked PB what date the building would be watertight and PB could not answer the question because it is dependent on when the ordered skylight is received and other construction critical path interdependencies.

Select Board member Mike Giaimo asked for a bottleneck prevention committee to be created, and what is the process for the project to progress efficiently. CY asked what procurement bottlenecks exist and RM replied receiving the skylight was the only procurement bottleneck that exists.

JW asked if there were fire code issues that could hold up the completion of the roof and PB could not provide a definitive answer.

John Sayre-Scibona (JSS), project manager representing to Town asked to speak and stated that FSBC and BAA will not meet the December 21 completion date, stating it's impossible, given the amount of work needed to be done and dependencies among tasks within the project. FSBC stated they will have an updated project plan on September 18. JW asked JSS when the building would be water-tight and JSS could not provide an answer.

JSS stated the primary bottleneck is in producing change orders and the change requests keep getting revised and FSBC hasn't put enough resources to the project until recently. He recommended the LBC meet at least twice a month to help expedite the change order process.

JSS stated he believes a realistic completion date would be sometime in February 2019.

MB thanked FSBC and BAA for their attendance and the other attendees for their questions and commentary and then closed this part of the meeting.

The LBC and Trustees reconvened their meeting at 8:32 after a 5 minute break.

Voting of Minutes:

The minutes of the Trustees' meetings held on August 6, 2018 were reviewed and approved unanimously.

Project Update:

JSS described the skylight delivery delay being an unexpected issue that arose last week, but that FSBC needs to prioritize the RFIs and level of performance in their project planning. Seven of eight CDDs are currently still outstanding, although the Town has been helpful in the process. The site wall design is being challenged by CMD over concerns about significant future maintenance. The LBC requested a response to the CMDs concerns be provided by BAA.

FSBC's requisition for \$222,414.72 was approved by the LBC.

The LBC members discussed FSBC request to have a not to exceed amount set to release the work for CCDs in order to complete work faster and the LBC approved a motion to authorize a CCD not to exceed \$68,000.

The LBC members and Trustees also expressed consensus to meeting twice monthly for the duration of the project to help expedite decision making.

Project Budget

JSS distributed a Project Budget dated September 10 showing a projected Project Total Overage of \$1,483,737. The budget is now larger than the funds appropriated for the project and the Trustees and LBC members discussed what authority the Trustees have to approve change orders that exceed funds appropriated, as well as what funding is available from other sources.

This Project Total Overage total includes \$529,380 for the generator tank and pump relocation. MM requested that JSS present a narrative on the \$529,380, describing costs borne for overall campus improvements and those specific to the Library. The Trustees and LBC members also discussed other budgeted costs that may be Library operating costs and should be reallocated to the operating cost budget, as well as what Library endowment funds might be available to fund project overcharges.

The Trustees accepted the LBC recommendation to approve Change Order #11 for \$176,256, subject to any applicable funding appropriation requirements as determined by Town Counsel.

SLIC Interiors Discussion

Heather Willis discussed muralist Robert Evans plan to use a large canvas, rather than painting on the Library wall, allowing for less dependency on the construction project plan.

Other Business

Eric Johnson urged JSS and LBC members document as best they can when requests are made to/from FSBC and BAA and when responses are provided/received.

The Trustees adjourned at 9:39 P.M.

Upcoming Meetings:

Library Trustees, September 18, 2018 at 7:30 P.M. at the Police Station
Library Building Committee October 1, 2018 at 7:00 P.M at the Police Station
Construction Site Meetings, Ongoing – Tuesdays 1:00 P.M. Town Hall

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held August 8, 2018
3. Presentation on Library Project dated September 2018 (projected on screen)
4. Change Order #11
5. Project Budget dated September 10, 2018