

## Shutesbury Library Building Committee

16 July 2024

Library Building Committee Present: Mary Anne Antonellis, Stephen Dallmus, Brad Foster, Dale Houle, Penny Jaques, Elaine Puleo, Jeff Quackenbush

CMS-OPM: Roger Hoyt & Neil Joyce

MBLC: Andrea Bono-Bunker & Heather Backman

Meeting Opened at 7:00 p.m.

Building Design Subcommittee Meeting opened at 7:01 p.m.

**Public Comment:** None

### **Review and approve minutes from previous meetings**

#### ***Review of April 16 Minutes***

Foster moved to approve the April 16 minutes as corrected. Antonellis seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Puleo-aye, Quackenbush-aye

#### ***Review June 12 Minutes***

Antonellis moved to approve the June 12 minutes as corrected. Foster seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

### **Approve minutes from Building Design Subcommittee meetings**

#### ***Review of March 6 Minutes***

Dallmus moved to approve the March 6 minutes as amended. Quackenbush seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Quackenbush-aye

#### ***Review of March 22 Minutes***

Dallmus moved to approved corrected minutes from March 22 Quackenbush seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Quackenbush-aye

This concludes the charge of the Library Building Design Subcommittee.

### **Discuss upcoming groundbreaking ceremony: Friday, August 2 at 10:00 a.m.**

Puleo will serve as Master of Ceremonies and make introductions. Remarks will be made by U.S. Representative McGovern, State Representative Saunders, State Senator Comerford, MBLC Chair Vicky Biancolo, Selectboard Co-Chair Melissa Makepeace and Library Board of Trustees Co-chair Michele Regan-Ladd. Bono-Bunker suggested setting a time limit for each speaker.

Joyce has graciously offered to cover the cost of refreshments. Tandem bagels and Atkins cider donuts will be served.

Parking will be at the Highway Department, Fire Station and Town Hall.

The Highway Department will mow the area where the ceremony will be held (on the north end of the site near the existing drive on Leverett Road).

Foster and Antonellis will arrange for a sound system. Houle will ask Fire Dept about borrowing their generator to power the sound system.

**Discuss progress with contracts, building permits, etc.**

**Construction Sign** Antonellis screen-shared a draft of the sign that the contractor will post at Lot O-32 during construction. Design and language were reviewed. The Library Board of Trustees will be added to the sign.

**Pre-Construction Meeting** Last week Antonellis, Puleo and Quackenbush participated in a pre-construction meeting with the Contractor. Topics discussed included: who will be present at these weekly meeting, who will keep records, how change orders will be handled. A Notice to Proceed on July 29 was issued, when the Contractor will start work. Fencing the Limit of Work and installing erosion control are the first steps.

**Representatives** The Library Building Committee, which will meet monthly, must appoint a small group capable of acting quickly. This small group will meet weekly with the Contractor and CMS and will be charged with approving change orders. This sub-quorum group of the Library Building Committee reports to the full LBC at their monthly meetings.

**Change orders** Joyce noted that all projects have some change orders and that they vary in number and amount from project to project. He added that all change orders will be brought to the Library Building Committee every month. Joyce expects there will be few big change orders.

Houle made a motion to approve Antonellis, Puleo and Quackenbush as our Representative for changes orders. Dallmus seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Puleo-aye, Quackenbush-aye

Houle made motion to have CMS allow work to proceed in advance of a change order being approved by the Representatives of the Library Building Committee for up to \$10K, with these expenses coming from the contingency line of the budget. Dallmus seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Puleo-aye, Quackenbush-aye

Discussion: Jaques expressed concern with the notion of change orders with large price tags, noting that each Spaghetti Dinner raises \$1K and Giving Days raise \$50K. More knowledgeable members of the committee offered reassurance.

Joyce: All change orders are funded through the contingency fund. Each change order results in the contingency fund balance decreasing and the project budget increasing. This is a bookkeeping detail, not an increase in total budget.

Bono-Bunker reminded the group that any change that affects the Program must be approved by MBLC.

Foster: Do we trust the representatives to authorize a change order of any amount or, do we have a cap?

Dallmus asked Joyce: When an issue is identified that requires a change order, are they always approved? If the Representatives have a concern, they would bring it to the full committee.

Bono-Bunker offered an example of a condition that could trigger a change order: if the contractor found more ledge on site, a change order would be required for removal of the unexpected ledge. She has seen change orders of up to \$400,000 but these were projects working on existing structures.

Backman offered that these unexpected situations are what the contingency fund is for. While it reduces the contingency fund, it doesn't increase the overall budget.

Foster made a motion that Representatives, in consultation with CMS, OEA and Construction Dynamics, are authorized to approve change orders. Houle seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Puleo-aye, Quackenbush-aye

### **Updates**

The Building Permit Application was submitted on July 3.

The Contractor will salvage the eastern half of stone wall that fronts Leverett Road and move it to the Highway Department for storage until the project is complete. The wall will be rebuilt after library construction is complete.

CMS will hire a 3<sup>rd</sup> party testing service to test soil compaction, steel inspection, etc. This is very routine and is run as a reimbursable service.

Antonellis reported that only one HVAC sub-contractor submitted a bid during the initial bid process. That bid was high (over \$700K, well over the estimate) and the company was restricted. The HVAC contract was put out for re-bid. Royal Steam Heater Company of Gardener bid \$600,000. Joyce proposed accepting this bid as Change Order #1.

The Contractor has offered to work with the Friends of Library on an engraved paver fundraiser.

**Next Meeting:** August 20 at 7 p.m.

At our next meeting we will choose a regular time for monthly meetings that will take place during construction.

Foster moved to adjourn. Dallmus seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Houle-aye, Jaques-aye, Puleo-aye, Quackenbush-aye

Meeting adjourned 8:06 pm