Brooks Memorial Library
Buildings and Grounds
MINUTES
July 21, 2016

Present: Jane Southworth, Robert Stack, Jennie Rowe, Starr Latronica, Elizabeth Tannenbaum, Christine DeVallet, Prudence MacKinney, Lindsay Belleville, Leslie Markey, Paige Martin, Jeanne Walsh, Pamela Becker

Others: Chip Greenberg, architect, Steve Horton, Project Manager, Joe Girardi, Construction Manager from GPI

Absent: none

• Call to Order: 8:00 AM

• Agenda: Changes or additions: Define communication chains.

• Public Comment: none

• Minutes of June 25, 2016 approved.

• Old Business:
  • Report from Construction Committee about the hiring of Construction Manager - Steve Horton said that the contract for GPI has been reviewed by the town lawyers and is ready for signing. The Construction Committee, (Starr, Robert and Jane,) will be given copies.

• New Business:
  a. Report from Steve Horton about progress re. plans, timeline and budget.

    Key Points:
    • Steve said he has vetted both the plan and estimate and feels the prices are conservative and reasonable.
    • The total amount is more than we initially budgeted for but reflects changes made in the plan and some costs that were not initially listed.
    • He said that we can eliminate parts of the plan or establish phases. (Chip Greenberg responded that he recommends we consolidate phases and that may save us some money.)

Discussion: Committee members questioned parts of the plan and prices.

• There was clarification about the CM fee versus the project costs. Joe Girardi, the CM from GPI Construction noted that when they bid on the project they were given the original “Space Planning Study Report” of 10/15, and when they made up the current Preliminary Budget estimates they were working with recently revised building plans. The changes are reflected in the budget document with yellow highlighting.

• Question: What was the process for those changes? Response: They were the result of ongoing meetings among staff and Chip Greenberg as specific needs were defined. Also, in the original plan there were no prices quoted for electrical work. Originally the architect was told to not address any ceiling or electrical work because HVAC work will be done in 2017.
• **PRELIMINARY BUDGET DISCUSSION** - This budget is based on the schematic designs. Joe Girardi said that they were told to bid on 15 work zones/locations and two phases of work, so there is separate pricing for each of those 15 work zones/locations. (The reason for the work zones was to help with scheduling, Chip said.) Joe went through the 8 page budget with us and focused his comments on the highlighted areas.

• Steve suggested that the pricing of the zones be listed separately so the owners can decide whether the work should be done or not.
• There were several places in the design where “voice data” was not given a cost because it had not been included. Steve said that we need to have a revised estimate for what we add.
• It was suggested that the use of terms “Phase 1, Phase 2” be eliminated. The committee will look at the plan and help decide sequencing.

Next actions: **Needed for the next B&G meeting scheduled for 8/4.** With this additional information ready, the Buildings and Grounds Committee hopes to be able to make a recommendation to the Board of Trustees for their meeting on 8/9 when they will decide funds to be spent.

• A budget will be developed without the costs of furniture items. (i.e. book shelves, other shelving and cabinets, desks…) (CM)
• Chip will make revisions in the plans to reflect consistent nomenclature. (Architect)
• The total cost for all of the electrical work will be separated out. (CM)
• Steve Horton will put together a Master Budget for the Board of Trustees; this will be all inclusive, reflecting all construction costs and fees for design, permits, managers, etc… (OPM)
• Starr will look at other sources of money in various funds. She will also develop a list of what monies have been spent on the project up to this point. (Director)
• Steve will begin looking into a schedule for the linoleum removal in the Meeting Room. (There was discussion about a need for this public meeting space to be worked on in September.)
• We’ll request that the Finance Committee also hold a meeting prior to 8/9 in order to become familiar with the building project budget needs.
• The committee and Board of Trustees must decide how much we are willing to spend and if all or part of the plan will be done.
• Once we decide on the final plan and budget, Joe will bid it out.

6 b. **(Other New Business)** Need for a Design Committee -

This small group will make decisions about furniture and colors of furnishings and wall, etc… so that the Library has a uniform design. Starr said that that as well as department heads, other staff members may wish to be involved in this committee. It was also suggested that perhaps Board trustee Connie Bresnahan may wish to participate. Christine DeVallet said that she is willing to be a member of the group.

• **Additions to the Agenda**
• **Communication**
  • It was clarified that the Construction Manager communicates with Steve Horton and he will communicate with the Construction Committee. Once the construction work begins there will be regular in person meetings of that committee with the CM.
• Meeting **Adjourned at 10:00 AM**

**Next meeting is scheduled for: August 4, 2016, 8:00 AM in the Meeting Room**

Minutes written by Pamela Becker