

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, November 18, 2019
Location: Town Hall, 12 East Main Street, Erving, MA 01344

Selectmen Present: William Bembury, Peter Sanders, Jacob Smith
Library Building Committee: Rebecca Hubbard, Debra Smith, Jacquelyn Boyden, Charles Zilinski, Marcia Bernard, Sara Campbell
Also, Present: Bryan Smith, Barbara Friedman, Nicholas Jablonski
Press: Sarah Robertson, Montague Reporter;

At 6:33 PM **Chairman Smith** called the meeting to order.

Library Construction Project Update

The Board reviewed the November 15, 2019 project updates from the Owner's Project Manager, regarding the Library Construction Project. The November 15, 2019 update provide the following statuses:

11/4 to 11/8

- *Exterior painting and interior painting continued. Exterior is 65% complete, interior is 50% complete. First coat of finish was applied in the lobby adult stacks and teen room*
- *The front patio and sidewalks were placed. The only sidewalk remaining is at the drop off area*
- *Drywall mudding and sanding was completed. Minor patches will be addressed throughout the building if needed*
- *HVAC ductwork is continuing to be installed and insulated. Connections to individual units were made. Refrigerant lines continued to be connected to individual units and terminated.*
- *Switchgear is inspected and ready to receive permanent power. Lighting wiring began in the night lobby area*
- *Fire Protection System passed the first pressure test. Branches and heads are being installed throughout the building. On hold until T&G is finished*
- *Installation of the T&G ceiling continued. The teen room is complete, the adult stacks is 95% complete and the community room is 20% complete.*
- *Roofing panels were delivered on site*

11/11 to 11/15

- *Exterior painting is 75% completed, interior painting is 70% complete. Almost every room has received primer and first coat of finish*
- *Sidewalks will be poured next week*
- *HVAC ductwork and refrigerant lines progressed. Control wiring is also in progress*
- *Wiring for lighting continued throughout the building. Conduit and boxes for lighting installed in the adult stacks*
- *Fire Protection on hold for T&G*
- *ACT Ceiling grid was installed at the lobby, circulation desk, staff hallway and office*
- *T&G Ceiling is ongoing. Adult, teen, community and craft room are complete. Children's room is 15% complete and lobby has not begun. End of day Friday will have 208 total hours accrued*
- *All metal door frames have been installed. Wood door frames on going at night lobby*
- *Roofers began installing edge metal and have laid out the panel configuration. Panels began to be installed midday Friday*

Selectman Sanders expressed concern about the aggregate stone finish on the concrete patios as a maintenance issue, especially during ice conditions. Nicholas Jablonski will follow up with the architect regarding maintenance. Nicholas explained that the finish should provide additional traction. The Board had no other concerns.

Millers Falls (IP) Papermill- Hazardous Materials Clean-up Project Update

The Board reviewed a correspondence from Tighe & Bond that explained that the draft procurement for asbestos and lead is in the works and a tentative schedule for the procurement is being prepared. Bryan explained that the transformer remediation project is scheduled with the contractor and should occur during the first week of December 2019.

Review of Comcast PEG Access Proposal

Chairman Smith provided the Board with an update regarding the proposal from Comcast to establish a fiber ethernet system for business use along with PEG access. The Board discussed not activating the PEG access services until the necessary equipment is purchased and the vendor is under agreement. The Board discussed installation of the fiber ethernet at Town Hall, the new Public Library, and the Senior & Community Center, noting that installation takes about 3-months. Comcast has confirmed that it is more cost effective to connect both Care Drive sites at the same time. **Chairman Smith** explained that the Town has requested clarification of obtaining the E-rate for the Library services. **Selectman Bembury** discussed support for moving forward. The Board expressed agreement. Barbara Friedman, Library Director, joined the Board to discuss the E-rate discount. Barbara explained the federal requirements that the Town must meet when accepting the E-rate discount. Barbara will ask other libraries what rates they are paying for fiber ethernet. The Board agreed to proceed with the construction of fiber ethernet for the Town Hall, the Public Library, and the Senior & Community Center.

Review of Meeting Minutes of November 13, 2019

Board reviewed meeting minutes of Wednesday, November 13, 2019. **Selectman Bembury** made a motion to approve the meeting minutes of November 13, 2019 as presented. **Selectman Sanders** seconded. **Vote: Selectman Bembury** abstained. Majority approved.

Discussion of FY2020 Liaison Selectmen

The Board reviewed a draft of the list of liaison assignments now that Scott Bastarache is no longer a member. Those departments, boards & commissions that Scott Bastarache was assigned to are now assigned to **Selectman Sanders**. Approved as presented.

Upcoming Meeting Discussion

The Board agreed to meet next on Monday, December 02, 2019. **Chairman Smith** reminded Board members that they have a meeting on Monday, December 09, 2019 with Senator Comerford and representatives from the Massachusetts Department of Transportation (MassDOT). The meeting will be at 3:30 PM at the MassDOT District 2 office in Northampton, MA.

At 6:53 PM **Chairman Smith** made a motion for the Board of Selectmen meeting to recess. **Selectman Sanders** seconded. **Vote: Unanimously** approved.

At 7:01 PM **Chairman Smith** called the Board of Selectmen meeting back to order.

Review of Erving Public Library Furniture, Fixtures & Equipment- Joint Meeting with the Library Building Committee

At 7:01 PM **Chairman Smith** called the joint meeting of the Board of Selectmen and the Library Building Committee to order.

Review of PCO#4 Changes to Exterior Lighting

The Board of Selectmen and the Library Building Committee reviewed proposed change order #4 and examples of the exterior lighting fixture. Debra Smith asked for the rationale for the proposed design change. Nicolas explained that it is his understanding that the architect is concerned that the existing fixtures may draw attention, in a negative manner, where the proposed fixture is meant to compliment the facility. The Library Building Committee members discussed preference for the existing fixtures. Nicolas explained that the fixture could come in different colors than black. Debra made a motion to not recommend approval of proposed change order #4. Charles Zilinski seconded. **Vote:** unanimously approved. Rebecca Hubbard suggested making the fixture white. Nicolas will explore that option. The Board of Selectmen agreed.

Review of Upcoming Proposed Change Orders

Nicholas provided the Board of Selectmen and the Library Building Committee with an overview of the anticipated PCO and estimated costs from P-3. Nicolas explained he is working with the contractors to get more information for PCO#14, PCO#16, and PCO#17. Nicolas explained that PCO#15 has been reviewed by the architect and the request has been challenged based on the process that was used. Nicolas also explained that PCO#17 may have further credits as a result of changes in the security system that is installed. Nicolas reviewed the time and materials on the tongue & groove ceiling installation. Nicolas explained that he anticipates a savings on the project from the original proposal. Additionally, PCO#18 discussed the column infill with matching wood.

At 7:09 PM **Chairman Smith** recused himself from the Board.

Review of Technology & Equipment Quotes

Jacob discussed a proposal for the buildout of a secure wireless network for the equipment. Jacob explained that he reviewed the building layout and existing wiring and has worked with the vendor to develop an equipment proposal for Aruba equipment from PC Connection.

Network			
Purpose	Qty	Device	Price (total)
Firewall	1	Aruba 7004 w/multiyear service licenses	\$2,000
Wifi	8	Aruba Instant IAP-305 AP, 5 yr service/support licenses	\$5,200
Wired	2	Aruba 2930M 48G PoE+ 1-slot Switch	\$7,500
Wired	1	Aruba 2930M 24G PoE+ 1-slot Switch	\$2,200
Wired	140	Cabling	\$900
Devices			
Type	Qty	Device	Price (total)
Desktop	3	Dell Optiplex - Staff (replace all existing)	\$1,800
Laptop	2	Dell Latitude or XPS - Teen (replace 2 of 4)	\$3,000
All-in-one	5	Dell Optiplex - Adult and Business Center	\$5,000
All-in-one	1	iMac	\$1,800
Tablet	3	iPad (unless we can get from school)	\$1,200

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Tablet	4	Kindle Fire (are all 8 actively used? if so get all 8 new)	\$320
Laptop	2	Existing Dell Inspiron - Teen	\$0
All-in-one	1	Existing to Children's Room	\$0
Laptop	1	Existing - Director	\$0
			\$30,920
		15% contingency	\$4,638.0
		Total	\$35,558.0

Barbara Friedman, Library Director, expressed support for the proposal and explained that the Library would anticipate a reduction in the annual service costs to CWMARS to approximately \$900, if the Town uses fiber ethernet through Comcast and does not need to rent equipment for the wireless network. The Board of Selectmen and the Library Building Committee reviewed proposal. Marcia Bernard asked if the proposed system would provide exterior wireless network coverage. Jake explained that he was trying to propose a system that would give the greatest coverage while working with the existing network drops that were designed with a focus primarily on the interior of the facility. Jacob recommended installing the system and then reassessing the coverage. Jacob added that the proposed network switches would power all of the wired drops. Jacob reviewed a proposed equipment order based on a review of the equipment listing provided by Barbara and the building layout. Barbara discussed wanting to quote Alienware for the teen laptops. Jacob will work with the vendor to obtain the quotes. Sara Campbell made a motion to recommend the purchase of the technology equipment listed in the proposal. Marcia seconded. Jacquelyn clarified that it would include further review of the teen laptops for gaming. **Vote:** Unanimously approved.

Selectman Bembury asked about the use of a firewall to protect the Town's technology and information. Jacob explained the upfront cost of installing the system with a firewall as well as the ongoing maintenance, patches, and licensing of the equipment. Bryan added that this project would be an initial part of the IT plan for a capital buildout of the Town's wireless infrastructure at all Town owned facilities.

Selectman Sanders made a motion authorize the purchase of \$35,558.00 for the purchase of the equipment listed in the proposal. **Selectman Bembury** seconded. **Vote:** Approved.

At 7:29 PM **Chairman Smith** rejoined the Board.

Discussion of Furniture Procurement for the Erving Public Library- Revisited

Chairman Smith opened the discussion by explaining the decisions that were made at the November 04, 2019 meeting. **Chairman Smith** explained that furniture orders were being processed by the Chief Procurement Officer until some vendors began to respond that the quotes that were approved were outdated according to their records. Barbara explained that a comparative quote process that was followed. Barbara discussed the concern about the quality of the furniture that was considered from Moduform and Westlake versus WB Mason. Barbara explained that the quotes that were approved had not identified the specific fabric and finishes to be used. Additionally, Barbara explained that through discussions with the consultant two (2) large tables were changed for four (4) smaller tables to allow for more flexibility. Barbara discussed the volume and variety of furniture and the equipment that needs to be purchased for the new facility. Barbara also emphasized the importance of the warranty for all furniture that is purchased and the desire for a 10-year warranty. **Chairman Smith** clarified that his concern was that the Board of Selectmen and the Library Building Committee had been presented with quotes for consideration for three (3) consecutive meetings that were represented as being complete

when they were not. Jacquelyn asked for the Board of Selectmen to allow the Library Building Committee to use the next two (2) weeks to work with the consultant and to revise quotes and finalize them for consideration. Jacquelyn suggested withdrawing the Moduform and Westlake quote approvals. Barbara raised the concern about the timeline to place the orders and receive furniture in time to open the building. **Chairman Smith** acknowledge the concern about the remaining time to complete the work but again questioned the importance of the timeline if the selection of finishes and final furniture counts have not been finalized. Barbara requested that the Board of Selectmen authorize a not-to-exceed approval for the furniture to allow the Library Building Committee to make the final decisions. Barbara emphasized the importance of having the support to proceed. Sara stated she thought a not-to-exceed approval had been issued. Jacquelyn explained that the changes made to the vendor quotes exceed the total that was approved by several thousand dollars and that the furniture needs to be fitted into the building layout by the vendor.

Chairman Smith explained that he understands that the Library Director and the Library Building Committee have worked on the furniture selection process for many months and hours, but that based on what was presented and then what has been changed he feels discouraged and mislead. **Chairman Smith** explained that the reason the Board of Selectmen and the Library Building Committee met jointly several times was to finalize the orders and support the work under the pressures of the existing project timeline. Debra explained that she thought that the Library Building Committee had voted to approve the final furniture order and discussed disappointment that the quotes have changed and that some of the quotes are dated after November 04, 2019 when the decisions had been made. Debra discussed reviewing the meeting minutes of the Library Building Committee and not finding some of the furniture changes reflected in the decisions of the Library Building Committee. Jacquelyn restated her request for the Committee to revisit this topic on November 21, 2019. Barbara expressed that she took offense with the proposition that people were left out of the process. **Selectman Sanders** asked for clarification about why changes were made to the orders after they had been approved. Barbara explained that the changes that were worked into the new quotes reflected the conversations that the Committee had had. Barbara explained that she believed that the Library Building Committee members understood that changes would occur. Barbara discussed the amount of money that has been raised through fundraising efforts and explained that the additional funds needed could be covered by the Board of Library Trustees and the gift fund. Debra expressed her belief that the Committee needs to work within the budget. Debra spoke to the importance of honoring the promise that had been made to the voters about working within the budget. Debra added that the Library Building Committee does not know what the Board of Library Trustees and the Friends of the Erving Public Library have committed funds. Debra reminded all that the Library Building Committee cannot expend the money for them from either group. Barbara asked again for a not-to-exceed vote regarding the furniture.

Chairman Smith reiterated that the Board of Selectmen cannot commit funds held by the Board of Library Trustees and the Friends of the Erving Public Library and that to-date he is not aware of any commitment from either group to spend funds any particular furniture or equipment. **Chairman Smith** expressed his disappointment that the Board of Selectmen and the Library Building Committee were not told about the changes being considered prior to the approval. **Chairman Smith** discussed the procurement process and his request that Bryan Smith is to be included in all related communications going forward. Jacquelyn explained that there may have been a breakdown in communication due to an assumption of the vendor and again asked for time to allow the Committee to meet and finalize the order before December 2, 2019. Barbara asked to treat these proposed changes as a change order. Sara asked about a not-to-exceed approval but expressed concern if the total cost increases exceed the total approved. Jacquelyn expressed

her concerns about asking for a not-to-exceed approval until further review is done by the Library Building Committee.

Debra asked to have the Library Building Committee conduct a comprehensive review of the furniture with revised estimates that include the shelving and the end-caps. Barbara explained that a quote for the desk and the shelving was received and more are coming. Sara discussed the challenge of the situation. Marcia has expressed her concern about the timeline and expressed concern about the significance of the changes that were made. Marcia discussed trying to work the proposals back into the authorized amounts. Rebecca expressed agreement. Jacquelyn asked if the Board of Selectmen and the Library Building Committee was okay proceeding with the order under the approved amount if it requires changes in items and/or quantities. Jacquelyn clarified the communication process and explained that Bryan will be included on email communications regarding furniture going forward.

Chairman Smith asked how the Board of Selectmen would like to proceed. **Selectman Bembury** expressed the need for the Library Building Committee to revisit the furniture selection work and finalize their choices. **Selectman Bembury** asked for an update on what had been raised through fundraising for the Library Construction project. Barbara explained that the Board of Library Trustees hold approximately \$9,000 in the gift fund and have a promise of another \$10,000 that has not been received to date. Barbara added that the Friends of the Erving Public Library hold approximately \$8,000 in funds raised for the project. **Selectman Sanders** and **Selectman Bembury** agreed that they would like the Library Building Committee to work within the existing quote total that was previously approved. **Chairman Smith** clarified that the Library Building Committee could work within the overall total approved for both vendor quotes. The Board of Selectmen agreed. Barbara offered to speak with the Board of Library Trustees and ask them to fund two (2) items from the Library gift fund at their next meeting. **Chairman Smith** expressed appreciation for that offer and noted that the decision of what will be funded from the Library gift fund will be decided by the Board of Library Trustees. Barbara agree and expressed her appreciation to the generous donors who have contributed to the project. **Chairman Smith** made a motion to authorize Bryan Smith, Administrative Coordinator, to approve the furniture procurement as long as it does not exceed the total approved budget, and if it does the Board of Selectmen will revisit on December 02, 2019. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Adjournment

At 8:21 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Bryan Smith
Administrative Coordinator