

Town of Erving Library Building Committee

10/16/2018 6:30 PM Held at the Erving Town Hall

In Attendance & Call to Order

Co-Chairs Jacquie Boyden. Library Director Barbara Friedman, Marcia Bernard, Becky Hubbard, Rupert Roy-Clark, Deb Smith and Charlie Zilinski. Also, in attendance Dan Pallotta

The committee called to order at 6:30 pm at the Erving Town Hall

Approval of Minutes

Minutes of 08/08/18 – On a motion made by Rupert and seconded by Marcia the minutes of 08/08/18 were passed unanimously as written.

Minutes of 08/22/18 – On a motion made by Marcia and seconded Rupert by the minutes of 08/22/18 were passed unanimously as amended.

Minutes of 08/30/18 – On a motion made by Rupert and seconded by Marcia the minutes of 08/30/18 were passed unanimously as amended.

Minutes of 09/18/18 - On a motion made by Marcia and seconded by Becky the minutes of 09/18/18 were passed with one abstention, Rupert, as amended.

Old Business – Design Update – Special Permit Hearings

Jacquie updated the committee that the planning board approved the change of use permit. There is a 20-day appeal period then change will be effective. The water commissioners hearing was continued until Monday the 22nd at 7:30pm.

Old Business – Mediation

Sara hadn't spoken with Bryan, she'll have update at our next meeting.

Old Business – FF&E

Barbara would like to meet again with anyone that is interested in the FF&E discussions. She is suggesting an early November meeting. Becky recommended making sure we have age appropriate seating for all areas of the library. She has visited the Webster library and had some thoughts & ideas to share at our next meeting.

Deb voiced concern about paying Johnson and Roberts (J&R) for services that the committee might have done elsewhere. She would like to make sure J&R is aware the committee may not use their design services. Deb also asked if the designer selection would have to be via a request for proposal's process. Jacquie said no as long as they are on the Massachusetts State bidders list.

Old Business – Themes

Becky suggested having aspects of the towns Native American history worked into the library's interior design. The new library building is near historical significant travel trail that was used by the Native Americans. She also updated the committee as to some fundraising ideas the Friends of the Library are looking into such as contacting the rail road companies for donations. Jacquie suggested also contacting Beth Bazler at First Light.

Old Business – Themes

The Friends also had an idea of purchasing a Brio train set for the library and having some of Erving's older/historical buildings made for the set. Becky asked if the committee felt trains would be one of the themes used within the library and how the committee felt about this idea. The committee agreed trains were a theme that would be used and thought the train set was a nice idea. Marcia expressed that she feels the themes should be on the subtle side and run throughout the building as opposed to each room being designed/decorated with a specific theme. The committee agreed.

Jacquie asked if the committee had any ideas for using the stones saved from the house. Using one as an address marker was suggested. Rupert stated that sometimes students at UMass are looking for projects as part of their classes and maybe would be interested in this. He'll look into and update at a future meeting. Using one a top for a bench was also suggested. Deb suggested checking with the highway department to see if they might have stones that can be used for the legs. Jacquie will speak with Glenn.

New Business – Not Anticipated – Advertising for Bids

Dan explained to the committee he would like to submit the project to the central register for October 18th with an add publication date of October 24th. He stated the front-end documents had been sent to Bryan already. He explained that the front-end documents are the contracts, conditions of the contracts and supplements of those conditions. Also included are bid forms, wage rates, etc. Jacquie pointed out that these documents must be reviewed and approved by the towns legal counsel before going out to bid. Dan explained his concern about beginning the bidding process as soon as possible. He stated that the committee choosing to wait will cause further delays. He is concerned about the costs of construction as well as the potential delay due to the holidays.

Jacquie explained that the board of selectmen were clear that their signoff was required before going out to bid. Submitting ads to central register on October 18th would be before the joint meeting. Jacquie expressed concern that the board of selectmen could view this as the committee ignoring their requirement and cast a negative light on the committee. Barbara stated that at the water commissioners meeting the board of selectmen only had a few questions and because of this she feels they won't have many questions at the joint meeting. Jacquie pointed out that at the prior meeting the board of selectmen were acting as the water commissioners and were looking at it from that point of view. The questions asked at that meeting were focused on topics related to the ground water protection district.

Deb clarified with Dan that by advertising in the central register meant the project had officially gone out to bid. Dan said yes, advertising in the central register opens the bidding process. Deb stated that she feels the committee should not move forward with advertising in the central register until the board of selectmen has given their approval. Deb stated that the one major requirement the board of selectmen has had is that the project wasn't to go out to bid until they have reviewed and given their approval. She feels placing it in the central registry prior to this could be seen as the committee going behind the selectmen's back and could cause problems for the committee.

Rupert suggested explaining to the selectmen why we would like to open bidding before their full review might be complete and asking for their permission to do so at Mondays joint meeting. Dan explained that this would have ads in central registry for the 31st and bids due on December 17th. This timeline would still allow 2 weeks for any amendments to be made.

Barbara asked if there was a clause that makes sure that the overall project isn't delayed due inability to work because of winter storms/bad weather. Dan explained that there is a clause that typically states that there is "X" number of storm days the construction allows for. If the number of storm delays exceeds the specified number, the contractor can claim a weather delay and be found not responsible for the delay.

New Business – Not Anticipated – Advertising for Bids

Jacque expressed that at the joint meeting with the planning board, water commissioners and library building committee she was embarrassed that the number of parking spaces was still incorrect. She explained that seeing this error made her question if other requested changes have been made and what other errors might be on the plans. She stated that the request to fix the parking spaces has been made repeatedly and she doesn't understand why it hadn't been done.

Barbara stated that it was not embarrassing given how many people have worked on the project. She expressed that the committee shouldn't make derogatory comments about professionals that are working with us. It is our duty to correct them, but we should not speak poorly of them. Barbara also pointed out that another glowing error was the RT63 sidewalk project not being incorporated into the plans.

Becky expressed that she was also embarrassed that the parking lot wasn't correct and that Chris from GGD could not answer a question regarding the parking lot containment system. She also asked how the committee knows if things are being taken care of. For example, there was fire hydrant shown on the plans, at a prior meeting the committee questioned if this was necessary. Phil O'Brien stated he would look into it. At the water commissioners meeting it became clear no one had spoken to the Fire Chief about the hydrant. Luckily Chief Wonka was at the joint meeting to give a provisional approval. She also expressed that the board of selectmen had asked for the plans and they didn't have them yet. She was concerned that the committee has no way of knowing these items are being taken care of.

Dan stated that he had been unhappy with GGD for a bit now. That P3 had been pushing GGD to provide documents for a while and GGD had been behind. He stated that a part of the delay was our redesigning of the storm water runoff system, but the larger part of the delay has been due to GGD being behind.

New Business – Groundbreaking

What are we thinking for groundbreaking? Jacque stated the senior center did small ceremony with golden shovels. Marcia asked what the earliest date might be? Dan replied probably March but possibly February if the winter is mild.

New Business –

Barbara update the committee that Sterling movers had dismantled the shelving and moved to the stage. Webster is charging a monthly fee of \$75.

New Business – Not Anticipated – LEED Commissioning

Dan let the committee know he had gotten a quote for LEED Commissioning. The quote was from Colliers and the cost for the service was \$16,364. Dan explained that commissioning is a third set of eyes on the design to make sure it all works when completed. If a problem is found after completion they are the ones that would come out and tell us why and figure out how to fix it. Rupert stated that a good agent looks at intention of design and construction and figures out if it's bad design or bad building. He also asked if Colliers test systems in different seasons? Dan replied he wasn't sure but could find out. Rupert is going to look into them and let us know at Monday's meeting. He'll update us on Monday and we will vote at that time.

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New Business – Future Meeting Dates – All Meetings Held at Erving Town Hall (Unless otherwise noted)

- October 25th @ 6:30 pm - OPM & J&R attendance if needed. Discussion topics TBD
- November 1st @ 5:30 – FF&E Meeting at Town Hall. Open to anyone that would like to attend.
- Nov 13th @ 6:30 pm - OPM & J&R attendance if needed. Discussion topics TBD
- November 27th @ 6:30 pm - OPM & J&R attendance if needed. Discussion topics TBD
- December 18th @ 6:30 pm - OPM & J&R attendance if needed. Discussion topics TBD
- Joint meeting w/ Building Committee, Trustees & Board of Selectmen – Monday 22nd @ 8:pm
- Water Comm continued Hearing – Monday the 22nd at 7:30pm

Next Meeting Dates & Adjournment

On a motion made by Rupert and seconded Deb by the Library Building Committee voted unanimously to adjourn at 8:41 pm.

Respectfully Submitted By

Debra L. Smith