

## MARLBOROUGH LIBRARY MEETING MINUTES

<b>Project:</b>	Marlborough Library Marlborough, MA	<b>Meeting Date:</b>	December 10, 2020
<b>Time:</b>	6:30 PM	<b>Meeting Location:</b>	Teams Conference (Remote)
<b>Meeting:</b>	14	<b>Report By:</b>	Alicia Monks
<b>Attending:</b>	Margaret Cardello, Library Director Andy White, Facilities Supervisor* Vinny Farese, Community Member* John Irish, City Councilor* Dennis Cavanaugh, Community Member* Samantha Khosla, Library Trustee* Tom DiPersio, City Engineer* Tom Abel, Library Trustee* Steve LeDuc, Community Member*  *Voting Committee Member	R. Drayton Fair, LLB Architects Tom Gatzunis, Daedalus Projects Alicia Monks, Daedalus Projects Mark Gibbs, City IT Director (hosted the meeting)	
<b>Absent:</b>		Vinny Farese Mallory Demty, LLB Architects	

Item	Action
<b>14-1 Meeting Minutes</b> Andy White made a MOTION to APPROVE the October 29, 2020 meeting minutes. Samantha Khosla SECONDED the motion.  Roll call vote: Andy White, John Irish, Dennis Cavanaugh, Samantha Khosla, Tom DiPersio, Tom Abel, and Steve LeDuc were all in favor. Motion was unanimous.	
<b>14-2 Director's Update</b> Grant Funding. Two grants have been received to date equaling \$4,074,650. A third payment of \$2,037,325 will be paid after the 99% Construction Documents are submitted to the MBLC for review. A total of \$6,111,975 will have been paid by the MBLC to the City of Marlborough. We have spent \$1,536,051 through November 30.	
<b>14-3 Design Review</b> Drayton reported the design team is wrapping up the 99% Construction Documents. The drawings will be submitted to the MBLC on December 18, 2020 for review. Since the last meeting, the design team met with the Building Inspector, Police Chief, Fire Chief and IT Director for final review and input. On Thursday December 9, 2020 Drayton and Alicia met with Margaret to review the drawings and discuss any concerns and questions.  The final drawings will be posted and shared with the Committee for review. A paper copy of the full drawing set will be available to review in the library starting the week of December 21. Committee members are to coordinate their time to view the documents with Margaret.	

APPROVED

	<p>Renderings. Drayton shared the most recent renderings of the new building. Two versions were shared with and (conceptually) without trees. Margaret has the renderings to share with the Foundation.</p> <p>Drayton reviewed some of the ceiling and floor finishes throughout to reflect the colorfulness. Examples of some of the more sculptural and expressive light fixtures were shown. Some interior black and white line drawing were shared.</p> <p>The new / rebuilt window at the east end of the Carnegie building was reviewed. As part of the bid documents, a terra cotta company will come to scan and replicate the profiles of the existing historic windows at the Carnegie. A limited amount of the balance of the terra cotta will be repaired or replaced. The existing building will be cleaned as part of the process.</p>	
<b>14-4</b>	<p><b>Schedule</b></p> <p>After the 99% Construction Documents are completed, the project will essentially be on hold until the permission to proceed is granted from the Mayor. The survey information of the lots across Witherbee Street was received on December 10, 2020. The design team will work on a layout of the parking lot after the New Year.</p> <p>Once the “green light” is given to the project, approximately two months will be needed to allow for the process of prequalification of contractors. This prequalification can run concurrently with the finalizing of the construction documents.</p> <p>The project hold cannot exceed January 2022 as the MBLC has a hard deadline on June 2022 to have a signed agreement with a general contractor.</p>	
<b>14-5</b>	<p><b>Adjournment</b></p> <p>The meeting was ADJOURNED.</p>	
	<p>The next meeting is to be determined. The Committee will meet quarterly until construction starts.</p>	