

## MARLBOROUGH LIBRARY MEETING MINUTES

<b>Project:</b>	Marlborough Library Marlborough, MA	<b>Meeting Date:</b>	March 24, 2020
<b>Time:</b>	6:30 PM	<b>Meeting Location:</b>	Teams Conference (Remote)
<b>Meeting:</b>	15	<b>Report By:</b>	Alicia Monks
<b>Attending:</b>	Margaret Cardello, Library Director Andy White, Facilities Supervisor* John Irish, City Councilor* Samantha Khosla, Library Trustee* Tom DiPersio, City Engineer* Tom Abel, Library Trustee*  *Voting Committee Member	Mike Osing Sean Divoll R. Drayton Fair, LLB Architects Tom Gatzunis, Daedalus Projects Alicia Monks, Daedalus Projects Mike Sayce, City IT Director (hosted the meeting)	
<b>Absent:</b>	Vinny Farese, Community Member* Dennis Cavanaugh, Community Member* Steve LeDuc, Community Member*	Mallory Demty, LLB Architects	

Item	Action
<b>15-1 Director's Update</b>  Margaret reported that in response to the Mayor's request, she is planning the move to the Walker Building with a special library moving company. Facilities will also assist, however they are only available until May 31. It looks like it will be mid-April. Communication with the public will start soon about the temporary library. A date has not been determined for when the library will open to the public again due to staffing and COVID concerns.  Margaret has updated the MBLC on the revised schedule and will continue to report monthly to them. Once the documents are completed, the next payment will be made to the City in early FY22.	
<b>15-2</b> The Mayor has determined the project will move forward as soon as possible. There will need to be some time to prequalify contractors and for the architects to finalize the documents. It is anticipated that the construction company will under contract by late summer.  There will be a couple opportunities for the Building Committee to engage during the pre-construction and construction process: <ul style="list-style-type: none"> <li>- Prequalification of contractors – Per State law, contractors need to be prequalified for a project of this size. In addition to the architect and OPM, representative from the City are required to participate in the prequalification review process. Samantha Khosla and Andy White volunteered to participate.</li> <li>- FF&amp;E (furniture, fixtures and equipment) – assist in the selection of the furniture, final finishes and furniture selections. This group will start work after construction has started.</li> </ul>	

<ul style="list-style-type: none"> <li>- Construction Meetings – It was noted that this is the largest time commitment. Construction meetings will happen once a week and a Building Committee liaison would need to commit to attending every meeting. It was agreed that Margaret would participate. Other attendees will be identified.</li> </ul> <p>Amount the liaisons are authorized to approve between Building Committee Meetings and who ultimately approves Change Orders is to be determined.</p>	
<p><b>15-3</b> The City owns two houses along Witherbee Street that were purchased with the intent to demolish to allow for additional parking. These houses will need to be photographically documented for Mass Historical compliance prior to demolition. The City will coordinate for the houses to be vacated, abated, and demolished. It was noted that this work is not required to be completed prior to the contractor mobilizing on site.</p>	
<p><b>15-4 Adjournment</b> The meeting was ADJOURNED.</p>	
<p>The Committee will meet the first Wednesday of the month starting May 5, 2021 at 6:30 pm for the duration of the construction.</p>	