



**MARLBOROUGH LIBRARY MEETING MINUTES**

<b>Project:</b>	Marlborough Library Marlborough, MA	<b>Meeting Date:</b>	November 20, 2019
<b>Time:</b>	6:30 PM	<b>Meeting Location:</b>	Walker Building
<b>Meeting:</b>	04	<b>Report By:</b>	Tom Gatzunis
<b>Attending:</b>	Margaret Cardello, Library Director Andy White, Facilities Supervisor John Irish, City Councilor Vinny Farese, Community Member Dennis Cavanaugh, Community Member Samantha Khosla, Library Trustee	Tom DiPersio, City Engineer R. Drayton Fair, LLB Architects Mallory Demty, LLB Architects Tom Gatzunis, Daedalus Projects Steve LeDuc, Community Member Tom Abel, Library Trustee	
<b>Absent:</b>		Alicia Monks, Daedalus Projects	

Item	Action
<b>04-1 Meeting Minutes</b> Samantha Khosla made a motion to approve the meeting minutes of 9/12/19 and 10/10/19, seconded by Tom DiPersio. The motion carried unanimously.	
<b>04-2 Director's Update</b> Margaret provided updates on the following: <ul style="list-style-type: none"> <li>- Margaret has been working with WB Meyer to start thinking about relocating to the temporary library. It has been estimated that the existing library has 4,700 lf of shelving and the Temporary Library has capacity for 4,100 lf. WB Meyer is working on a layout for review. <b>11/21 Shelving is available from the City of Pittsfield at no cost. The Building Commissioner and Fire Chief have approved the schematic layout.</b></li> <li>- The elevator is slated to be repaired prior to the Temporary Library move. <b>11/21 The City has begun work to open up the corridor from the elevator to the main corridor. Repair parts are in transit for the elevator.</b></li> <li>- There will be a series of roll out meetings that will include the Mayor, City Council, Historic Commission plus Public Information Sessions. <b>11/21 City Council January with the new members; Historic District Commission 12/19 @ 7:00pm; Building Committee 12/11 @6:30pm, Public Information sessions January</b></li> </ul>	
<b>04-3</b> Tom Gatzunis presented a copy of the Total Project Budget as well as the Summary Sheets from the Designer's cost Estimate (A.M. Fogarty). The Project is on budget. (See Attached)	
<b>04-4 Schematic Design</b> Drayton and Mallory presented revised floor plans and possible Value Engineering items to achieve added bid protection. (See Attached) By consensus the committee agreed to: not accept concrete curbing as a cost savings, exclude the Generator; the committee did not reach a decision on the use of Linoleum in place of the porcelain tile in café area.	

APPROVED

The design team presented two options for the parking lot. One had a single entrance and exit, the second had two entrances / exits. Both options contained challenges. Margaret requested that all schemes show 4 HP Parking spots. Generally, the committee preferred the design with two exits, with additional design refinements. The face / finish materials for the retaining walls will require more review and input. At the conclusion of the design review Steve LeDuc made a motion to accept the Schematic Design as presented by LLB. The motion was seconded by Tom Abel. The motion carried, Dennis Cavanaugh voted in opposition.

**04-5 Meeting Adjourned**

**The next meeting will be December 11, 2019 at 6:30 pm in the Walker Building Conference room.**