

Shutesbury Library Building Committee Minutes

1 November 2022

Present

SLBC Members: Mary Anne Antonellis, Stephen Dallmus, Brad Foster, Dale Houle, Penny Jaques, Molly Moss, Elaine Puleo, Jeff Quackenbush

Guests: Andrea Bono-Bunker (MBLC), Penny Kim

Puleo opened the meeting at 7:00 p.m.

Public comment none

Review Minutes from previous meetings

OPM Subcommittee Meeting Minutes from 10.15.22

Houle moved to approve the minutes as presented. Foster seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Quackenbush-aye

Library Building Committee Meeting Minutes

10.17.22 Minutes Quackenbush made a motion to approve the minutes as presented. Houle seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

10.18.22 Minutes Dallmus made a motion to approve the minutes as corrected, Puleo seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

Update regarding Owner's Project Manager Selection

Antonellis reported that earlier tonight the Select Board approved signing a contract with CMS for the Owner's Project Manager. The contract is for \$300,000, or 4.7%. This is higher than the committee had hoped but within recent OPM ranges (3.5% – 5%, with smaller libraries landing at the higher end).

Houle asked if the contract included a Clerk of the Works. Antonellis replied that a full time Clerk of the Works will begin in April 1, 2024.

Designer selection process-timeline

An RFQ for the Designer was posted today on the Central Register with proposals due Nov 22.

The OPM contract specifies nine months of design. The design phase is currently scheduled to begin in Jan 2023 with construction to start in January 2024. Since it is not practical to break ground in January, construction will likely start in mid-March.

Dallmus asked whether keeping to the design timeline is as critical since construction will not start until mid-March? Antonellis replied that we want to keep everything moving forward in case there are delays. Quackenbush added that "time is money."

Dallmus noted that it took significant time to review the OPM proposals; we may need more than one week. Houle added that in the last round we received over 10 proposals. Puleo recommended postponing our November 29 meeting to December 6. We will decide at our next meeting.

Puleo suggested a public forum in January once the designer is chosen.

Subcommittee and liaison reports

Conservation Commission liaison report Jaques reported that on October 28 April Dobroski (Fuss & O'Neill's wetland scientist) and Emily Stockman (Conservation Commission's peer-review wetland scientist) spent four hours reviewing the wetland boundaries on Lot O-32 in the company of Antonellis, Jaques, and Miriam DeFant (Conservation Commission chair). Revisions to the wetlands delineations resulting from the peer-review process will be considered at the ANRAD Public Hearing on Nov 17. Numerous disturbances and addition of fill to the site make confirming the wetland boundaries challenging. Antonellis added that Fuss and O'Neil are preparing a proposal to do additional testing to verify the wetland boundaries on the east side and the west side of the site near Leverett Road.

Friends liaison report Jaques reported that the Friends have a number of fundraising events scheduled in the next month.

Nov 8 Election Bake sale

Nov 29 Giving Day

Dec 2 Holiday Soups & Salads at SAC

Dec 10 Pop Up Sale & Gift Wrapping

Foster made a motion to adjourn tonight's meeting. Houle seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye;

Meeting adjourned at 7:30 p.m.

Next scheduled meeting date: Nov 15, 2022, 7PM