Minutes

Library Feasibility Committee

July 25, 2025

Meeting called to order at 11:05 A.M.

Attended by: Molly Lane, Justine Krumm, Kathy Atwood, Sarah Stine, Ed Silva, Abby Lively; remote attendance: Luis-Miguel Correa and Gerald Sullivan.

General business:

1. Review new approval method for past minutes and approve minutes for 12 June 2025 meeting.
    a. All remain in favor of reviewing minutes via email followed by verbal vote of approval at next in person meeting.
    b. Minutes for 12 June meeting approved, unanimously.
2. Review and discussion with SSV about Phase 2 proposal and schedule:
    a. SSV needs site survey and ledge assessment/borings done asap;
        i. SSV will provide site recommendations for borings;
        ii. It is the committee's responsibility to hire/schedule survey and borings.
            1. Mondays/Fridays best days,
            2. Thursdays also possible but less optimal.
    b. Hazmat and other assessment that should be done, but less critical for timeline:
        i. Asbestos,
        ii. Lead paint,
        iii. Visual inspection for mold and air quality (can be done after project begins),
        iv. Ask engineers about water in basement/drainage.
    c. Will have at least 2 weeks to review for each design phase/iteration
    d. Ed Silva volunteered to have a PM review plans once received by SSV at the end of August, with architectural and structural, and outline of the MEP (mechanical, electrical, plumbing), and landscape.
    e. SSV has August 29, 2025 as the date for deliverable of schematic set and design
    f. During construction, meet weekly or biweekly with construction manager;
        i. General contractor will keep minutes, SSV will provide field reports
        ii. Pro-Core or comparable software, so committee can review proposals, subcontractor costs, change-orders, etc.
    g. Need insurance requirements for contractors, SSV will send a template
    h. Discussed retainage: 10% retainage holding until the end of the project, pushed down to 5% at 50% through the project. As owner we have the ability to release the retainer on certain subs, based on case-by-case situations.
    i. Discussed possible items and restrictions (during constructions) for contracts once project goes to bid;
        i. To avoid change-orders,

        ii. How to keep library open as much as possible during construction,
        iii. Dust control,
3. Next meeting with SSV scheduled for Friday 22 August 2025 at 8:00 A.M.
4. SSV left meeting at 11:46 AM.
5. Meeting with committee members continued:
    a. Discussed how to proceed with survey and borings,
        i. Projects under 30k do not have to go to bid, this is likely under that,
        ii. Sarah will work on getting an idea of costs for survey and borings, and will schedule them by the end of August.
        iii. Motion to agree to communicate this process, with Sarah for scheduling survey and Geotech, via email with the committee, all approved;
    b. Justine will follow up with Brooke Shulda regarding a certificate of insurance.
6. Discussed the need to come up with a "Library Operational Scheme" during construction in a future meeting (September).

Meeting adjourned at 12:04 P.M.

Respectfully Submitted,

Abby Lively

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