

**Minutes**  
**CFPL Corporation Building Committee**  
**Meeting Date/Time: 11/23/2020 @ 7 PM**

The Building Committee met via zoom.

**Members Present:**

Jeff Adams, Chair  
Michael Bellefeuille (Architect)  
Kerry Cronin (Library Director)  
Marcy Eckel (Development Director)  
Mario Favorito (Trustee)  
Abigail Flanagan (HDC Rep)  
Pam Gannon (Trustee)  
Sherry Litwack (Trustee)  
Royce McGrath (Children's Librarian)  
Chris Mekal (Owners Rep)  
Stew Roberts (Architect)  
Louis Salemy (Citizen)  
Nate Seiler, (CE Floyd)

Elise Woodward (Citizen) could not attend.

**Welcome and Introductions:**

Jeff introduced himself and asked that everyone else also do so.

**Meeting Schedule:**

The Committee will meet the 2<sup>nd</sup> Tuesday of each month from 4:00 – 5:30 PM via Zoom. The dates are: 12/8, 1/12, 2/9, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/12, 11/9, and 12/14.

Calendar invites, including the zoom link, have been sent to the entire Committee.

**Project Overview and Project Team:**

Jeff gave an overview of the history of the project, including the most recent permitting process. Highlights included: Heywood-Benjamin House purchased in 2013, years spent studying best use, design developed, fundraising effort launched, and permitting process including the now resolved appeal of the HDC and ZBA permits. The construction started in late September, and the final permit for accessible parking was approved last month.

Michael then gave an overview of the architecture and project scope. He highlighted the Children's Library, the Commons, the Forum, ramp access, the Workshop, possible uses for the second floor office space in the Heywood- Benjamin house ,Special Collections enhancements and expansion of the vault and staff workspace.

Nate then gave an overview of construction to date and the on-site team. Nate mentioned CE Floyd had spent time on project estimates over the last few years and now are focused on construction operations. Demolition is complete, and foundations are being poured, underground plumbing is in progress, and construction of the new addition space will start in early January after completion of the foundations and backfill.

### **Contract Status, Builders Risk Insurance, and Acoustic Issues:**

Chris Mekal highlighted the status of the contract for the architects and building contractor and summarized work to date, including the development of the construction budget. All parties thoroughly vetted the analysis and are confident the project documents are appropriate.

Builders Risk Insurance (property insurance that an owner needs to maintain during construction) was discussed. Both the availability and cost of this insurance was a challenge because of the age and historic nature of the Heywood-Benjamin House. A policy providing for this coverage has been placed albeit at a cost higher than originally anticipated.

Based on the experience Jeff and Chris had working on the Umbrella project, an expert was brought in to model the exterior HVAC acoustics so that the project would be in compliance with the acoustic regulations for the neighborhood (you can add up to 10 decibels of sound to the ambient noise of the area.)

### **Schedule:**

Jeff gave an overview of the project: Building of the Children's Library and the Workshop and the Commons and then the Forum in the Main Library. The project estimated duration is 14 months. The Heywood-Benjamin construction should be complete by September 2021 (at which time the children's books will be moved), and then the Forum renovation will begin.

Over the next six weeks, we will see:

Heywood-Benjamin House-

- Interior framing underway
- Mechanical subs on-site, in the attic, installing hangers for HVAC equipment
- Steel beams in kitchen
- Rough-in walls in the attic; will be installing electric heat to run 24 hours to dry sheetrock taping

Addition-

- Foundation work continues; forming and insulation of foundations in phases
- Begin backfilling around foundations
- Excavation for basement of addition
- Damp-proofing and insulation over the next two weeks

Main Library Building

- Basement: getting ready to open wall and run new piping, but not until after phase 3 foundations are completed.

Chris noted that he is pleased with the progress to date.

**Budget – CE Floyd and Master Budget:**

Jeff then gave an overview of the budget – hard costs and soft costs.

Overview: Construction costs are just under \$8 million; Early efforts with Johnson Roberts and CE Floyd was \$160,000 (Relocation of transformers, etc.)

Generally, the construction contract states that for \$8 million, the project will be built as currently specified. If there were incomplete estimates or cost overruns, these fall to CE Floyd, not the Corporation. If the Corporation makes changes to the scope of project or work needs to be done not covered in the original contract obligations changes to the contract cost will have to be negotiated. There are allowances built into the cost for matters such as COVID regulations and safety. Builder and Owner contingencies are included in the budget.

CE Floyd has a performance bond on any subcontractors bidding work over \$500,000.

**Master Budget:**

\$10,742,000 has been approved by the Corporation and includes an owner's contingency (flexibility to make changes/enhancements on the part of the Corporation).

Louis asked if there is a list of add-alternates or "wish list" items. Chris responded that there is an active Potential Change Order log that is reviewed each week ("PCO Log"). That list is primarily related to specifics in the contract documents that may impact costs or unanticipated construction items such as an unsupported beam in the Heyward Benjamin House. The goal is to minimize spending of the Owners contingency. He mentioned the Town waived the \$90,000 fee for the building permit.

Chris wrapped up by saying that the Construction Budget is frequently reconciled with the Corporation bookkeeper numbers.

Louis asked if the change orders are approved by the Corporation or the Building Committee. Jeff explained that the PCO Log would be discussed first by the weekly group, then summarized at the monthly Building Committee meeting. Significant CO's would be submitted as a recommendation to the Corporation Board for consideration that has the final say on Project cost.

Jeff said that the schedule and the budget would be reviewed every month by the Committee.

**Upcoming Issues and Task Groups:**

Michael indicated how carpet samples, paint colors, etc., would be shared with the group. The December meeting will feature preliminary options for interior finishes.

Update on the Staff/Catering Kitchen – located adjacent to the Forum; can't be a full catering kitchen. Jeff suggested a task Group that will focus on the issues and opportunities of this space to report back to the Building Committee in January and February

Second Floor of 151 Main Street – a second task group will focus on how the second floor will be used, also reporting back in January and February to the Building Committee

Transparency/Communication – Jeff wants the sense of the building committee meetings to be effectively communicated to the Community. How best to do this will be addressed a third task group

**Questions and Comments:**

Pam Gannon echoed Jeff's ideas on transparency and highlighted the email newsletters. She is happy to work on this effort.

Mario noted the financial contribution from the Town of Concord through use of CPA funds and the FF&E support for the project included in the Town's capital budget. He also noted the need to communicate with the Town as to the best way to access these funds and he and Chris will coordinate doing this.

Jeff asked Kerry and Royce to coordinate informing the Library Staff as to Building Committee discussions.

Kerry asked a few questions about the timeline (when to move books and materials).

Sherry suggested historic documentation of the project. Chris mentioned that the architects and CE Floyd would work together to document the project (photography and chronology).

Abby wondered if there were opportunities to partner with women-owned businesses, underrepresented minority-owned businesses and local companies. Nate indicated that most of the Project work had already been bid out but would review the remaining work to see what opportunities remained to do this.

**Next Meeting:** December 8 at 4 PM.