

**FRANKLIN LIBRARY BUILDING COMMITTEE**  
**MINUTES OF MEETING**  
**December 5, 2017**

A meeting of the Library Building Committee was held on Tuesday, December 5, 2017, at the Franklin Public Library, 118 Main Street, Franklin, Massachusetts.

**Committee Members Present:** Chair Judith Pfeffer, Sandra Brandfonbrener, Monique Doyle, Matthew Kelly, Thomas Mercer, Felicia Oti, Nancy Rappa, Jim Roche.

**Also in attendance:** Jeffrey Nutting, Town Administrator; Michael D'Angelo, Director of Franklin Public Facilities; Shane Nolan, Daedalus Projects Incorporated; Drayton Fair, LLB Architects; Brian Valentine, LLB Architects; Judith Lizardi, Recording Secretary.

Chair Pfeffer recognized as also in attendance, taking notes of behalf of *Franklin Matters*, Alan Earls, father of Town Councilor Eamon McCarthy Earls, and husband of Reference Librarian Vicki Earls.

**Committee Members Absent:** Christopher Feeley, Joseph Mullen.

**CALL TO ORDER:** Chair Pfeffer called the meeting to order at 5:00 PM.

*Chair Pfeffer called a recess while additional committee members arrived to make a quorum.*

*Mr. Roche entered the meeting at 5:03 PM.*

*The meeting commenced at 5:04 PM.*

**GENERAL BUSINESS:**

► **Approval of Minutes**

**MOTION** to **Approve** the November 14, 2017 meeting minutes by **Brandfonbrener**. **SECOND** by **Kelly**. **No Discussion**. **VOTE: Yes-6, No-0, Absent-4.** (Mr. Mercer and Ms. Doyle had not yet arrived.)

**DISCUSSION:**

► **OPM Update**

Mr. Nolan discussed the Progress Report from Daedalus dated December 4, 2017, that was provided to all meeting attendees. His overview included, but was not limited to, the following.

- **Current Progress**
  - **Construction:** Roof and eaves repair work is ongoing; doors and hardware are ongoing; lighting in Reading Room is complete; testing and balancing of mechanical system is ongoing throughout; MEP commissioning is complete; training and demonstration for facilities and library staff is ongoing; contractors punch list work is ongoing.
  - **Furniture and Fit Out:** Furniture punch list is ongoing.

*Mr. Mercer entered the meeting at 5:06 PM.*

- **Anticipated Progress**
  - **Construction:** Roof and eaves repair work will be complete; training and demonstration for facilities and library staff will continue; contractors punch list will continue.
  - **Furniture and Fit Out:** Install wood trim and doors at shelving in Archive Room; install reference desks at Children's Area and second floor stacks.
- **Project schedule:** Substantial completion was achieved on November 1, 2017.

- ***Project costs:***

- BW Construction original contract value = \$6,372,213. Change Orders to date (18) = \$1,342,660. Current Contract Value = \$7,714,873.
- There is one (1) proposed change order under review totaling \$5,593.
- There is one (1) potential/un-submitted change being tracked.
- There is no formal CO recommended for approval at this time.

***Ms. Doyle entered the meeting at 5:09 PM.***

- ***Construction Costs Summary:***

- Mr. Nolan reviewed the Construction Costs Summary on page 3 and each item in the Total Project Budget on page 4 of the Progress Report. As well, he reviewed Contingency Expenditure Log on page 5 and noted that Remaining Unencumbered Funds are \$1.2 million.

Mr. Mercer asked where are they on the as-builts.

Mr. Nolan said maybe they will be ready in the next couple of weeks. He thinks some of them are ready, but he is waiting to get them all at once.

Mr. Valentine said the contractor was going to print one full set.

Mr. D'Angelo said he wants them in both paper copy and electronic form/pdf.

Mr. Mercer confirmed that the builder was going to repair one of the windows and then figure out the price for all of them based on the work required to do the first one.

Mr. Nolan said that the builder does not know how deep the windows are, as well as other concerns. He reiterated that the builder would will determine the cost for the first window and then figure out the price for 16 of them.

Mr. D'Angelo said it is probably one foot deep and must be removed.

Mr. Nolan discussed the punch list. He said there are about 20-30 items; he expects it to be done shortly or by the next Committee meeting. He stated that the subcontractors are being responsive.

Mr. Mercer asked what is the major item on the punch list.

Mr. Nolan said it was the as-builts, School Street doors, and some other items.

Ms. Doyle asked about the contingency fund and questioned if \$112,838 was the amount left in the contingency fund.

Mr. Nolan said the window sills are the big unknown, but he does not think it will be \$112,000.

Ms. Doyle asked why the architects were not paid their full bill.

Chair Pfeffer said that was because the project manager negotiated the bill down.

► ***LLB Update***

Mr. Valentine said there is really nothing to add on top of what was already discussed. They are trying to close out the project smoothly.

► ***FOFL Update on Sale of Bricks/Benches/Planters***

Chair Pfeffer stated that Mr. Mullen said they have sold more bricks. Whatever bricks they do not sell will go to the Veterans for their walkway. She noted that the two planters are out front.

Mr. D'Angelo said the dirt for the planters will be coming this week.

Chair Pfeffer asked that he let her know when the dirt arrives in order to plant the flowers.

**CHAIR AND COMMITTEE COMMENTS:**

Chair Pfeffer stated that the information about the plaque for Dennis Foley was put on Facebook. Neil, the son, stated he does care about the credenza, but he wants to have the plaque framed and hung in the 1980s addition.

Ms. Oti talked about her concerns regarding the circulation desk and stated that it is too high. There is absolutely no place for stuff; there is no furniture for supplies. The walk area does not flow. She suggested the library staff meet with the architects about these problems and discuss solutions with the architects.

Chair Pfeffer said that when the library project was first started the decisions were made by the Committee. She understands that library staff is having problems with it. She noted that three members of the Library Building Committee are library members: Ms. Oti is Library Director, and Ms. Doyle and Ms. Brandfonbrener are on the Library Board of Directors. They have been part of this project; they were supposed to bring concerns of staff to the Committee. This is a \$10 million project. The staff should be jumping with joy. She stated that she has talked to three other libraries that were done by LLB Architects. It takes time to get used to change. She stated that Bolton loves it, Foxboro likes it, and Walpole does not like it. She stated they are not going to tear down the circulation desk to get a new one.

Ms. Oti said that no one is saying to get rid of the circulation desk. For the circulation staff, this is their home. She just wants to have a meeting with the staff to see what could be done. She does not want to compare this library with those other three. Those other three libraries were crafted with their staff. She stated that in this library, the book return is out of the walking area for the staff. At other libraries the book return is closer. She stated that the other libraries have high and low areas and this library has only high desks.

Ms. Doyle said she thought that during one Library Building Committee meeting questions were raised about where to put supplies, and she thinks it was determined that there should not be any clutter. She said she had to jump up on the chair to get to the desk because it is way too high and it is hard to reach across the desk. Did the Committee ok the desk at one of the committee meetings for the furniture?

Chair Pfeffer said it was ok'd in February 2016.

Mr. Kelly said he remembered the meeting. The Committee talked about how we did not want to store things under the desk. He does not know who said what. The conversation did not get into storage under the desk. If Ms. Oti thinks that there should be some shelving under the desk that no one could see, then she should get with staff to make recommendations to the Town Administrator. This is a personnel problem, not a Committee problem. Why is there not a computer on the ADA side? He said employees at his business like higher seats. A smaller chair on casters can be used at the ADA desk. He is looking for solutions that work for everyone that are cost effective. He does not want to chop up the desk.

Ms. Doyle asked who designed the desk.

Mr. Kelly said there were several options of desks and the Committee picked the desk we wanted. He said he also remembered talking about the color of Ms. Oti's carpeting at the same meeting. He does not want to spend another \$100,000. How do we make it acceptable for both sides? Some storage can fit underneath. As for the height difference, some people like it. If someone prefers it shorter, then let's get a chair for the ADA desk. He stated that he is offering suggestions.

Chair Pfeffer said that monitors being too big is not an architectural problem; it is an IT problem. She suggested calling IT and have Tim bring new monitors in different sizes to see what works for employees.

Mr. Mercer said he is not in favor of scrapping what is there. He has been involved in many projects. These kinds of things happen with every project. Tweaks that need to be done to make things more workable is not uncommon. There are tweaks here or there to make things flow a little easier for staff.

Chair Pfeffer said it is an architectural concern. She stated that Ms. Oti noted this at the meeting last Friday; people are already looking into it.

Mr. Kelly said there needs to be more shelves for the book hold area. That is the first step. We have a beautiful building with new things. It is a change. If things can be made easier, let's work together and try to do that.

Chair Pfeffer and Mr. Kelly discussed the best way to get more shelves.

Mr. Roche noted there were concerns with the new high school when it was finished, as well.

Chair Pfeffer said that the only think constant in life is change. She stated that it is a beautiful building.

Ms. Oti said the staff is thrilled with the building. They just want to make the circulation area work.

Mr. Kelly said Tim can bring some different size monitors and then staff can pick what they like.

Ms. Oti asked if there is something they can order.

Mr. Valentine said they are already looking into it.

Mr. Kelly said it may take a little longer, but let's get the right piece and get it done right.

Mr. Mercer said they were ordering new things for the high school 1 ½ years after it was done.

Mr. Kelly said everything should be worked through the Committee to get everything ordered and done right.

Ms. Oti said everything else is working well. She stated that one of the employees already fell off a chair.

Mr. Kelly suggested a chair without wheels. He stated that Lowe's has the same chairs without the rollers.

Mr. Valentine said the supplier already has the fixed feet and they would try that.

Chair Pfeffer said there can be difficulty with fixed feet on a chair. A person must get off the chair to move the chair closer. She thinks there should be a small chair next to the ADA desk.

Mr. Mercer said these are little tweaks, getting a new chair and getting new storage cabinets.

Mr. Valentine said that as they are aware of the items, they are trying to take care of them.

Mr. Fair said they have been working with Ms. Oti and coming up with prices to address these tweaks.

Mr. Roche asked Mr. Nolan about what he wanted approved tonight.

Mr. Nolan said he wanted \$5,593 for the lower level Reading Room ceiling painting approved now and a formal change order would be at the next meeting.

**MOTION to Approve** the go ahead for lower level Reading Room ceiling painting (the old Children's Room) for \$5,593 **by Roche. SECOND by Rappa. No discussion. VOTE: Yes-8, No-0, Absent-2.**

Mr. Mercer stated that Chair Pfeffer can approve items under \$25,000. If it does not exceed this amount, then she can approve it and it will not have to wait until the next meeting.

**ACTION:**

► ***Approval of Bills***

**MOTION to Approve** bill from B.W. Construction Co. Inc., Invoice #20, for period ending November 30, 2017, for \$291,356.54 **by Rappa. SECOND by Mercer. No discussion. VOTE: Yes-8, No-0, Absent-2.**

**COMMENTS:**

Mr. Nutting thanked the Library Building Committee for an awesome building. He has heard many comments. He would like clarity as to if he needs to be involved in the pathway for the monitors, desks, and storage shelving.

Mr. Mercer said it would be smart if Chair Pfeffer and Mr. Nutting work together on this.

Mr. Nutting stated that he has been involved in many buildings and it is great to have so few items on the punch list at the completion of this project. He stated that having a little patience in these things and it will all work out; we will get through the punch list within a few months.

**OTHER:**

► ***Next Meeting***

The next meeting of the Library Building Committee is scheduled for Tuesday, January 9, 2018, at 5:00 PM at the Franklin Public Library. Weekly construction meetings are held Fridays at 9:00 AM at the Franklin Public Library.

**ADJOURNMENT: MOTION to Adjourn by Mercer. SECOND by Kelly. VOTE: Yes-8, No-0, Absent-2.** Meeting adjourned at 5:46 PM.

Respectfully submitted,

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Judith Lizardi  
Recording Secretary