TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MA 01519

RECEIVED TOWN CLERK
GRAFTON, MA
2023 AUG -8 PM 4:20

Library Planning and Building Committee MINUTES

Remote meeting / Zoom only- Monday, June 5, 2023 6:00p.m.

In attendance: Mary Fritz, Chair; Beth Schreiber, Library Director; John Stephens, Historic District Commission representative; Prabhu Venkataraman, Planning Board liaison; Julie Grace, Co-chair; Doug Bowman, Board of Library Trustees; and Lisa Rice, member at large.

Guests: Ron Paolillo, DRA and Mark Sullivan

Excused: Andy Jefferson, Select Board liaison

Call to Order: Julie Grace called the meeting to order at 6:03 p.m. The meeting was available on zoom. Roll call was taken.

The meeting was conducted remotely and the Zoom meeting link was provided to the public.

I. Review and approve minutes

- Lisa Rice made a motion to approve the April 3, 2023 minutes, seconded by Beth Schreiber. Motion passed.
- Lisa Rice made a motion to approve the May 8, 2023 minutes, seconded by John Stephens. Motion passed.

II. Review and approve bills

- DRA Professional Services for the month of May 2022 in the amount of $808.80. Lisa Rice made a motion to pay the bill, seconded by Doug Bowman. Motion passed. Beth discovered that last year we voted on this bill. Beth will submit for payment.
- CTA - April 2023 in the amount of $58,008.37. Lisa Rice made a motion to pay the bill, seconded by Doug Bowman . Motion passed. This still leaves $18,000.00 for the doors to be finished. Beth brought up a noise issue over the staff room and now it is starting over the administration office. Renaud is coming out tomorrow to check the noise and to look at the access issues.

Lisa Rice made a motion to revise the amount to be paid to $26,008.37 and seconded by Doug Bowman. The motion passed 5 for and 2 against.

III. Change Orders

A. No change orders

IV. Architect Updates and OPM update

- The gate at the stairs is done - just waiting for the caster to be installed.
- HVAC subcontractor - The HVAC/Controls work has been completed. The commissioning agent needs to approve it.
- The doors have been installed but not to spec. So the doors will be replaced.
- Prabhu asked if the leak on the roof had been addressed. Mark noted the leak has been fixed.

V. Historic District Commission

- John was asking about the sign for the entrance. Ron noted that he sent the information to the HDC and he answered all the questions. The HDC has concerns about the size of the sign. Ron is waiting on HDC about the approval of the sign and graphic. Ron noted that he will see how small he can make the sign.

VI. Capital Campaign Update

- DPW installed cement landings and the park benches in the front of the building. Thank you to the DPW.
- Patio furniture is arriving on Wednesday.
- The Town has not approved wall anchors into the side of the building so the patio lights will not be installed at this time
- Exterior items have also been ordered such as children instruments to be used.

VII. Public Comments

- None

VIII. Next meetings:

A. Meetings will be scheduled when bills need to be paid.

VIII. Adjournment

Lisa Rice made a motion to adjourn at 6:44 pm. Beth Schreiber seconded. Motion passed.