



TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MA 01519

RECEIVED TOWN CLERK
GRAFTON, MA
2023 FEB -9 PM 12:52

Library Planning and Building Committee MINUTES

Remote meeting / Zoom only- Monday, January 9, 2023 6:00p.m.

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

Guests: Ron Paolillo, DRA and Mark Sullivan

Absent:

Call to Order: Mary Fritz called the meeting to order at 6:02 p.m. Mary read the Zoom meeting guidelines. Roll call was taken.

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

I. Review and approve minutes

A. Lisa Rice made a motion to approve the December 5, 2022 minutes, seconded by Beth Gallaway. Motion passed.

B. Past posted meetings that need minutes:

Lisa Rice made a motion to approve the following minutes, seconded by Doug Bowman. Motion passed.

C. 2/6/2018 - joint meeting with Select Board

https://docs.google.com/document/d/1WE0bVaa4IWIHPB2rh7V9Z1IdlazbztR_26czBYh7tlg/edit?usp=sharing

D. Wed 5/30/2018 - canceled

https://docs.google.com/document/d/1ZHIst19I.Pp4Rj7dMV_Gj2x8RbT72zQAjBYEVasfsFs/edit?usp=sharing

E. 9/10/2018 - meeting canceled due to Rosh Hashanah, rescheduled to 9/17/2018

https://docs.google.com/document/d/1_UzfnZYnA2GjLHcY5O_ykCEKNYkkgGsrwi1TH4XuoDc/edit?usp=sharing

F. 2/25/2019 - meeting canceled, materials not available for review.

<https://docs.google.com/document/d/1kr0DfBnbDUZ2fIm8lWAB7sONRGkptJkTXqInwF7ZZU5Y/edit?usp=sharing>

G. 5/20/2019 - meeting canceled, no quorum or documents available to review

https://docs.google.com/document/d/1XltomOez7nz1f_F-6beSK0aAoxebrPsgIa2a05gT9s1/edit?usp=sharing

H. 7/15/2019 - meeting canceled, no quorum

https://docs.google.com/document/d/1g2sTdjGm1Jn_vldklzd1jfO78BBBnfAlHqD26rs9iMY8/edit?usp=sharing

I. 8/19/2019 - meeting canceled, no documents

<https://docs.google.com/document/d/1DCkb614-bZclGk68LKWVwKZlujzrtbaoZp21locp5g/edit?usp=sharing>

J. 8/10/2020 - meeting canceled, samples did not arrive. Rescheduled to August 18, 2020.

<https://docs.google.com/document/d/1sBe8-3xmI.tbwf21FypIss0792sQuOehpMZW8B8gFlHU/edit?usp=sharing>

K. 1/19/2021 - did not meet, less than 48 hours notice

https://docs.google.com/document/d/1ffGBPr27Ddgn4_F5GfHM3d0wyQ75xj1lANlmtZbcoYtk/edit?usp=sharing

L. 4/26/2021 - Subcommittee did not meet.

<https://docs.google.com/document/d/1ZqbDgSed4Mo5xfSGV97UUgDcWj1HocuqKip7Hf2V1Wk/edit?usp=sharing>

M. 12/6/2021 Interior Design Subcommittee - minutes sent to members.

<https://docs.google.com/document/d/1ocr5s-Fep0ouTsdcmY8gTMCiyZPNSc-BWycs5MN4hOs/edit?usp=sharing>

N. 12/17/2021 - Ribbon Cutting - posted in anticipation of having a quorum

<https://docs.google.com/document/d/1Z3tV8ZncWTzQ8YeW2DW7PztStgh6h0WtuZe6SjNz8MQ/edit?usp=sharing>

II. Review and approve bills

A. Colliers - For Professional Services Rendered Through 9/30/2022 \$5011.50. Lisa Rice made a motion to approve. Seconded by Beth Gallaway. Motion passed.

III. OPM Updates - Mark Sullivan

A. There is no formal change order to approve. Next month there will be a change order.

B. Next month we should be able to approve the rest of the hold up money that was being held due to the control work. We are about 90% there with the control work. All the concerns are fixable in real time. Colliers will need to sign off on the system and then we will be done.

C. Maker Space/ Community Room (Barn Doors) Doors - 2 sets of doors - Mark got the doors marked down to about \$25,000.

D. The ADA millwork has begun. They will be working into early February.

E. The gate at the bottom of the main stair is about 90% done. There are some panels that go into the gate were not correct so we are waiting for those to arrive.

F. The leak above the community room happened again during the last wind driving rain. CTA had the mason out of the site. They could not make it work. They did find that the top of the green roof system is leveled with the window. They think that is where the leak point is. The recommendation is to pull the green roof back 18 inches.

G. The following information was provided by Beth regarding the budget. It should be noted that the Leed amount of \$165,007 will not be available for at least another year. MLBC wants the LEED money to be spent on the library.

In the Library Capital Project budget:

We have \$40,085.01 in the shortfall/surplus on page 1 of the spreadsheet.

We have \$37,478.51 to release from old purchase orders

We have \$13,232.80 due back in reimbursement from the electric vehicle charging station

Total: \$90,796.32 available

LEED certification will provide an additional \$165,007.

We do not have any knowledge or oversight of Capital Campaign funds, which are separate and not administered by Town of Grafton.

Beth

IV. Architect Updates -Ron Paolillo

- A. Shop drawings for the doors have been received and reviewed now.
- B. Ron shared that he is still working on the sign. Here are the notes from the last meeting: A sign is required for the original entrance directing people to use the ADA compliant entrance. A slanted version of the sign was approved by the Historic Commission, but Ron suggested a flat panel. The subcontractor has said they no longer want to do this part of the project and provided a credit to The Town. The new version is basically a 2D version of the 3D version that was approved. John said he will share with the Historic Commission at their December 15th meeting.

V. Historic Commission Update - John Stephens

- A. John mentioned that The Commission met and discussed the sign. The Commission had a few questions about Ron answered them (payment - credit was given for the sign; Ron read the ADA requirements and the sign does meet the requirements, but he will double check)

VI. Public Input

- A. None

VII. Next meetings:

- A. February 6, 2023 6:00pm - Zoom
- B. March 6, 2023 6:00pm - Zoom

VIII. Adjournment

Lisa Rice made a motion to adjourn at 6:50 pm. John Stephens seconded. Motion passed.