



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MA 01519

2023 FEB 28 AM 10:18

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## Library Planning and Building Committee MINUTES

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

**In attendance:** Mary Fritz, Chair; 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:** Mark Sullivan

**Excused:** Lisa Rice, member at large

**Call to Order:** Mary Fritz called the meeting to order at 6:03 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. Beth Schreiber made a motion to approve the January 9, 2023 minutes, seconded by Doug Bowman. Motion passed.

### II. Review and approve bills

A. No bills were presented for review or payment approval. We are expecting an invoice from CTA next month, retainage is all controls related.

### III. Change Orders

A. We have a combined change order out for signatures for revised cost from CTA for interior doors at Teen Maker Space and Community Room Presentation Area around \$31,000 reduced by CTA to \$25,000, plus credit for humidifier for a net add around \$6,000. CO was previously approved by committee.

### IV. OPM Updates - Mark Sullivan

A. Doors for Teen Maker Space and Community Room Presentation Area - A change order reviewed and approved, material released for fabrication with 8 week lead time - (6 weeks from now), we will have material for install. This is framing material to build into the space we have, as opposed to a custom order (a good thing!)

B. Gate at Bottom of Stairs - A lock was installed - temp panels were installed, and the 3M ones are being released and shipping from OH tomorrow 2/7/23, we should have by end of week and will install caster, panels and do touch-up when they arrive.

C. Leak in the Community Room: consensus is that we think the green roof that abuts the masonry and covers the flashing is causing the situation; trays will be removed around perimeter of roof to move away from flashing and remove cause of problem.

D. Controls related-work: All physical work was done, software update required remapping of the system. Staff locked out of system intentionally to avoid staff adjusting what they are

working on. Commissioning agent was lined up to do final report when we were notified there was a problem late Thu afternoon - had to order parts for areas of concern losing set points (i.e. room set to 68 degrees and temp decreasing and not holding) We had to close on Saturday afternoon due to loss of heat and unacceptable low temps. Had the construction team known, they could have taken measures to keep the building open. It's troubling that it's happening, and frustrating because it's behind the scenes. From what we are told, we're at 98% complete.

Chair Mary Fritz asked if this update will happen annually, Mark responded no, it was a manufacturer's update. Beth reported that Veteran's has been responsive, and Beth alerted Town Admin, Board, staff and public on Saturday and didn't have faith to get building back up to acceptable temps on Saturday (66-68 degrees for office/schools/retail).

Mary asked if the roof leak remediation had started; no, we just determined issue and William is working with Evergreen to schedule removing the work. Who will pay bill for this out of scope work, estimated around \$4,000 and tentatively scheduled for end of Feb beginning of March

Andy questioned the temps throughout the building on Saturday - Beth reported low 50's to mid 60s, inconsistent throughout building, and in areas where there was no way for staff to be warm and still cover service desks and have sightlines/visual control, or for patrons to move to warmer spaces.

Andy noted it was infuriating that the library was not open and warm as a respite for residents on Saturday; Mark and Beth agreed.

Doug inquired who would be moving the roof - Mark reported the original installer, Evergreen Environmental.

Andy clarified scheduling of this work - is it dependant on figuring out payment? No, we have time to figure out the invoice processing. Doug volunteering to bring the invoice to Capital Campaign for payment, and Mark advised him to give William Blake a heads up.

## **V. Historic Commission Update - John Stephens**

A. HDC Asked Disability Commission to review plans for signage, and it's with them for review. HDC will do a final review after they make a pass and share any questions.. Beth responded to a question in the chat that we are discussing a required sign to direct people to the accessible entrance.

## **VI. Architect Updates - Mark Sullivan**

A. Andy requested an ADA counter update. We asked Ron to communicate that spaces should be finished and not left while we wait. They will work on that.

B. Question from chat - cost of invoice for removing part of Green Roof? \$4,932.50 for removal of 45 panels and ladder hoist.

C. Andy asked about contractor's sensitivity to library scheduling and if there is any improvement since the Trustee meeting - Beth reported we are just remaining flexible, have limited programming, and managed expectations for room use. Andy expressed appreciation

and requested more collaboration from team instead of just showing up.

**VII. Public Input**

A. None

**VIII. Next meetings:**

- A. March 6, 2023 6:00pm - Zoom
- B. April 3, 2023 6:00pm - on site at Library

**VIII. Adjournment**

Beth Schreiber made a motion to adjourn at 6:36 pm. Julie Grace seconded. Motion passed.