

Gloucester Lyceum and Sawyer Free Library Building Committee

Minutes for Meeting: December 21, 2016 at 4:00 p.m.

Sawyer Free Library Mezzanine

Present:

Deborah Kelsey, Paul McGeary, Peter Feinstein, Meredith Fine, Fred Cowan, Joe Taormina, Fran Aliberte

Also Present:

Owner's Project Manager: Knight, Bagge & Anderson, Inc. – Kevin Buckley, Alex Corbett

Architect: Dore & Whittier Architects, Inc. – Brad Dore, Scott Daniels

Architect: Oudens Ello Architecture – Matthew Oudens

Library Brand Developer: Armstrong Brand Consulting – Christine Armstrong

Building & Grounds Committee: Kecia German

Meeting Called to Order: 4:00 p.m.

Meeting Adjourned: 5:20 p.m.

P. Feinstein convened the meeting at 4:00 p.m. This meeting was held to review schematic design updates and general project progress.

Approval of Minutes

P. Feinstein recommended the vote for approval of the November 30, 2016 Meeting Minutes.

VOTE: Mr. Fred Cowan motioned. Ms. Deborah Kelsey seconded; voted unanimously to approve minutes from the November 30, 2016 Library Building Committee Meeting. Motion carried 7-0-0.

Project Updates

M. Fine began by confirming that Gloucester City Council has reviewed the project and has voted to accept the schematic design and authorize the Library Board to apply for a Construction Grant. M. Fine indicated that all required City Council documentation for the grant application submission has been obtained.

M. Fine continued by discussing the project's intended library funding strategy. M. Fine indicated that fundraising outreach has commenced. The Project Team will develop a cash flow projection to forecast project funding through construction. B. Dore confirmed that all funding must be in place by the start of construction.

Schematic Design Updates

M. Oudens continued by presenting updated floor plans based on comments received by the MBLC during a second review. M. Oudens confirmed that the majority of revisions took place at custodial and maintenance locations. A series of newly developed interior renderings were presented to the Building Committee highlighting unique spaces within the proposed library.

M. Fine questioned whether there was an opportunity to preserve the existing amphitheater and gardens. M. Oudens and B. Dore confirmed that the existing site amenities would have to be removed and/or relocated in order to accommodate the new library. M. Oudens indicated that the new site design consists of spaces intended for a new dedicated garden and a reinvented amphitheater.

B. Dore proceeded to review the preliminary schematic design cost estimate. A. Corbett confirmed that the estimate showcases preliminary construction costs and that additional costs will be included in the total project budget for design fees, OPM fees, furniture and equipment purchases, and contingencies. B. Dore confirmed that a refined estimate will be obtained prior to the application submission.

General discussion ensued upon review of the schematic design cost estimate. The Project Team discussed current and projected construction costs and indicated that at least two other cost estimates will be developed throughout the design process. The Project Team also spoke about the benefits of various construction delivery methods (Design-Bid-Build & Construction Manager at Risk) and how they could impact the overall construction schedule and budget.

Review of OPM Invoice #3

A. Corbett presented OPM Invoice #3 for OPM services taking place from October 16, 2016 to December 3, 2016. Following review, M. Fine made a recommendation to the Building Committee to approve OPM Invoice #3 for the amount of \$21,320.00.

VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to approve OPM Invoice #3 for the total amount of \$21,320.00. Motion carried 7-0-0.

Review of Designer Invoice #2

A. Corbett presented Designer Invoice #2 for design services taking place from October 1, 2016 to October 31, 2016. Following review, M. Fine made a recommendation to the Building Committee to approve Designer Invoice #2 for the amount of \$30,132.84.

VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to approve Designer Invoice #2 for the total amount of \$30,132.84. Motion carried 7-0-0.

Review of Designer Invoice #3

A. Corbett presented Designer Invoice #3 for design services taking place from November 1, 2016 to November 30, 2016. Following review, M. Fine made a recommendation to the Building Committee to approve Designer Invoice #3 for the amount of \$28,216.56.

VOTE: Mr. Peter Feinstein motioned. Mr. Fran Aliberte seconded; voted unanimously to approve Designer Invoice #3 for the total amount of \$28,216.56. Motion carried 7-0-0.

Next Steps

The next meeting date was scheduled for January 4, 2016 at 4:00 p.m.

The Project Team will present the proposed project to members of the Library Corporation on January 4, 2016 at 6:30 p.m.

Adjournment

VOTE: Mr. Peter Feinstein motioned; Mr. Fred Cowan seconded; voted unanimously to adjourn the meeting at 5:20 p.m. The motion carried 7-0-0.

*Minutes respectfully submitted by Knight, Bagge & Anderson
Owner's Project Manager*

Meeting Handouts

- Agenda for December 21, 2016 attached with Minutes from the November 30, 2016 Committee Meeting
- PM&C Schematic Design Cost Estimate
- Total Project Budget and Project Invoices