

**Advisory Committee Meeting
Zoom Videoconferencing Platform
Wednesday, September 9, 2020, 7:00 p.m.**

Those present from Advisory Committee included Shawn Baker, Julie Bryan, Tom Cunningham, Lauren Duprey, Jake Erhard, Jennifer Fallon, Neal Goins, John Lanza, Jeff Levitan, Bill Maynard, Corrine Monahan, Patti Quigley, and Doug Smith.

Julie Bryan called the meeting to order at 7:00 pm.

7:00 p.m. Citizen Speak

There was no one present for Citizen Speak.

7:00 p.m. Library Update

Marla Robinson, Chair of Library Trustees, Jamie Jurgenson, Library Director, Suzy Littlefield (PBC) and Steve Gagosian (PBC) were presented a review of the library project. The renovation project's background, elements of design, project schedule and budgetary costs (pre-bidding costs based on latest construction document estimate) were reviewed. Project total is just under \$3 million. This project will also result in a \$290,000 reduction in future cash capital work for the Library.

Questions:

- Do you think you will need the 8-9% contingencies given these costs are known?
 - The renovation and industry standard is for a contingency of 12 to 15%. However, this project is a Chapter 149 bid. PBC feels comfortable with the contingency and doesn't want to have to come back again to Town Meeting for more money.
- Does the schedule take into consideration all restrictions due to COVID and the way construction companies must work with COVID?
 - There is a robust COVID section in the bid documents. The contractor is going to own the COVID conditions at the time of the contract signing.
- Is there a plan in place for staff to work while the main library is closed?
 - There will be swing space. The plan is to use both branches as swing space plus a four-month rental. From the experience with COVID, the library has learned that staff can work from home.
- What is the rental space?
 - The library hopes to find a store front to create a browsing area for popular materials and holds pick up.
- Where is the money coming from for this rental?
 - \$30,000 is in the budget for rental and moving expenses to the space and back.
- Will there be a café in the Café Commons or is it space to bring your own food or coffee?
 - It will be a bring-your-own coffee/snack
- Are you comfortable with \$30,000 for the rental for a few months?
 - The library needs to research the market. It's difficult to forecast as it relies on market conditions at the time. That said, the library is comfortable with the number.
- Is this rental money in the regular budget?
 - It's in the construction budget under moving costs.
- Where is demand coming from for meeting and group study spaces?

- The library conducted a full town survey and observation study of library use. The need for people to meet and to connect will be more than ever when the pandemic is over.
- Have the plans for a maker space and 3D printer been coordinated with the high school?
 - No, but that is an excellent suggestion. The library space of course is intended for all patrons, not just high school students.
- More generally, give Covid and budget uncertainties, it would be useful to articulate the specifics around the urgency to do this project now rather than later.
 - Bidding environment is good right now. There is a lot of interest and activity. The roof is a more pressing maintenance project but it is invasive. COVID is seen as an historical event and the library hopes to be back to business in a year. These changes are a long-term project and the benefit of these changes will outlast the one to two years of the pandemic. In addition, interest rates and borrowing rates are at historic lows.
- Is there any thought to not doing a rental space?
 - When the library re-opened for holds there were 4000 holds and they took up the entire Wakelin room.
- Has the library looked at another town space?
 - Yes, the library will start talking with the town for space.
- Are the 15 bidders more seasoned?
 - It is mixed. This project is different than the high school construction which was a Chapter 149A project – a qualification-based selection and negotiation-based contract with construction management. This project is subject to regular Chapter 149 which is a design build. PBC is encouraged to see the interest from some smaller companies. The attraction of this type of schedule is that it is far out enough that companies can pre-prepare and it allows for a more thought-out, planned approach to the project.
- Are minority or women owned businesses being considered?
 - PBC won't know until bids are submitted. This participation is encouraged.
- A recommendation was made that it would be helpful for the library and PBC to have more information on the temporary space for Town Meeting as it may make people more comfortable.
- Do 3rd party vendors pay for the use of meeting spaces?
 - Yes, if you are not a town department and want to reserve a room then there is a fee. The library has room rental agreements and they are different for for-profit and non-profit organizations. The money is used for library needs, and impacts the capital budget by helping offset some of those costs.

As the WFL trustees committed to Town Meeting and to the town, the WFL Foundation will be working with the library on the renovation project. The WFL Foundation has begun its fundraising campaign. With the permission of the WFL Foundation, the library trustees will update Town Meeting on the fundraising. A question was asked as to how this will affect the budget request from Town Meeting. It will be like what happened when the library was built. Town Meeting must vote for the entire project and the Foundation will raise and contribute over time.

The Library Roof Replacement was presented including the project background, existing conditions, scope of the project, sustainability provisions (new roof will be solar ready), project schedule (corresponds to Library renovation), and pre-bid cost estimate were presented.

Questions:

- What is the warranty on the roof?
 - It is a 25-year warranty. A 30-year warranty can be purchased for a small per square foot fee.
- Were there some concerns about the aesthetics of solar panels on the roof of the library?

- They are not visible from the street because of the way the roof is designed. The concern was that the panels can't be too close to the windows because of glare. That said, solar panels are a bigger town-wide question, including choosing between solar panels and MLP-supplied power from renewable sources.
- What is Advisory expecting for a follow up on both projects?
 - Advisory just needs the final numbers.

8 p.m. Community Preservation Committee (CPC)

Barbara McMahon, Chair of CPC, and Brandon Schmitt, Director, Natural Resources Commission (NRC) were present and discussed the placeholders in Warrant for two projects. One is the aqueduct bathroom project at the Hunnewell field which would replace the old bathroom with a new structure. This is adjacent to the cross-town trail and next to the aqueduct. History of the project and proposals were presented. Currently NRC is working through design questions and putting together a proposal. The budget and timeline were reviewed.

Questions:

- There appear to be some funds left over from the original appropriation. How do these apply to this project?
 - Of the original \$180,000, about \$30,000 was spent to bring utilities across the field. There is \$150,000 remaining for this project.
- Is the grounds work being done by DPW and who maintains and cleans the toilets? Is it possible to put a water faucet outside, and are low flow toilets possible with the type of connections and volume going through there?
 - It is unknown as to who is doing the grounds work but the understanding is that DPW can do the demolition. NRC will get more information. DPW normally maintained this and has committed to maintain the facility but that needs to be discussed with FMD. Some of the models have water faucets and this would be an added maintenance issue. Low flow toilets are relatively standard, and the sewer hookup is designed to handle a modern building.
- If the facility is not heated would water need to be shut off?
 - Yes, the building would need to be closed for the winter and the water shut off. If it is not a four-season building then it would need to be winterized.
- Could HVAC be installed now in case we want to heat it?
 - There would need to be a discussion about additional costs. A feeling was expressed that this should be a four-season structure as the use and need is there with people using the trails and fields year-round.
- Are there cost savings if DPW does the demolition?
 - Other departments write up work orders and pay DPW. DPW work is dependent on payment by other departments. There was a discussion of the use of DPW but costs will be incurred to pay DPW.
- Why has the bathroom project been hung up for so long?
 - There are several reasons that it got pushed down the road including changes in how CPA funds can be used. It is not clear that this project would have fit the CPA criteria ten years ago; there were competing needs in town; and a different larger plan for Hunnewell fields was considered at that time.
- Is there any tie into this project with the locker rooms at the high school field?
 - This project is completely independent from the work at the high school field. There is a funded and approved project for the team rooms at the high school field but the bids came in significantly above the budgeted amounts.

Approved 9/16/20

- What about security, and have the police been informed?
 - Yes, police have been consulted and there are on-going discussions. Lighting is one of the topics.
- Concerns about the cost were expressed.
 - Numerous options have been considered. This is much more sustainable and will last for many years.
- The original \$180,000 allocated to this project was not CPC funds. Are there other CPC supported projects like this?
 - Yes, CPA funds can be used in support of a recreation facility. CPC provided support of Lee Field. More information will be provided as to the percentage of CPC funds used for recreation this year. The CPC Report in the 2020 ATM Advisory Report is helpful to review.

An introduction of CPC and CPC's background were presented.

The Wellesley Housing Authority (WHA) emergency housing relief fund was discussed. There is some concern at WHA about COVID-related housing needs and issues. WHA is deciding whether to come to STM to request for \$75,000 for an emergency housing relief fund targeted at rental forgiveness.

8:47 p.m. Minutes Approval

Corrine Monahan made and John Lanza seconded a motion to approve the September 2, 2020 minutes.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – yes
Neal Goins - yes

8:48 p.m. Administrative Matters/Liaison Reports/Minutes

- Advisory Meetings will start at 6:30 p.m. until further notice.
- Warrant articles and presentations were discussed.
- Planning presenting to give new Advisory members background on these articles. This will be an abbreviated presentation. Advisory members were asked to ready the Advisory Report from 2020 ATM.
- Calendar to be re-circulated
- BOH will be in next week to present.
- Requests were made for the Financial Director to sign off on the Supplemental Appropriations which also need to be presented to Advisory.

Approved 9/16/20

9:13 p.m. Adjourn

John Lanza made and Jeff Levitan seconded a motion to adjourn.

Roll call vote

Bill Maynard - yes

Patti Quigley – yes

John Lanza - yes

Deed McCollum - yes

Jennifer Fallon – yes

Jeff Levitan - yes

Corinne Monahan - yes

Shawn Baker – yes

Doug Smith – yes

Jake Erhard – yes

Tom Cunningham – yes

Lauren Duprey – yes

Neal Goins – yes