

**JOINT LIBRARY BUILDING COMMITTEE  
VIRTUAL MEETING (BOT, PTBC) MINUTES APPROVED 2.2.2026**

**MEETING DATE:** January 5, 2026; 6:30PM

**MEETING LOCATION:** Remote Participation; Hosted by Library Staff

**GUESTS:** Mary Anne Seraphin, Friends' Foundation Co-Chair; Floyd Logan

**DOCUMENTS USED:**

Agenda for this meeting, with attachments.

MEMBER/ATTENDEE	PRESENT	ABSENT
Diercks, Buffie (Elizabeth), Trustee	✓	
Fleckner, Marianne, Trustee	✓	
Roache, Caroline, Trustee	✓	
Secor, Glen, Trustee		✓
Siegel, Mim (Mary), Trustee	✓	
Teal, Debbie, Trustee	✓	
Cook, Nancy, PTBC		✓
Hazelton, Scott, PTBC	✓	
Karpinsky, Chris, PTBC	✓	
Padden, Mike, PTBC		✓
Roberts, Jeanne, PTBC		✓
Wimberg, Tom, PTBC	✓	
Zegowitz, James, PTBC	✓	
Berlinski, Mike, CEA SC		✓
Perkins, Beth, CEA SC	✓	
Leedberg, Kristina, JVF Staff	✓	
Rainville, Ellen, JVF Staff	✓	
Las, Kristen, Town Manager	✓	
Goodwin, Jeff, Facilities Manager	✓	
McGrory, Jennifer, OPM, CHA	✓	
Luzaitis, Mark, CHA	✓	
Fevrier, Peterson, Asst. PM, CHA	✓	
Anselone, Ellen, FAA		✓
Hsiao, Tony, FAA		✓
Tucker, Micajah, FAA		✓
Wolkovich-Quartey, Leah, FAA	✓	
Bono-Bunker, Andrea, MBLC		✓

**I. CALL TO ORDER and Identification of Joint Board Members Present per OML:**

This Joint Library Building Committee meeting was called to order by Scott at 6:34 PM.

MEMBER/ATTENDEE	PRESENT	ABSENT
Diercks, Buffie (Elizabeth), Trustee	✓	
Fleckner, Marianne, Trustee	✓	
Roache, Caroline, Trustee	✓	
Secor, Glen, Trustee		✓
Siegel, Mim (Mary), Trustee	✓	
Teal, Debbie, Trustee	✓	
Cook, Nancy, PTBC		✓
Hazelton, Scott, PTBC	✓	
Karpinsky, Chris, PTBC	✓	
Padden, Mike, PTBC		✓
Roberts, Jeanne, PTBC		✓
Wimberg, Tom, PTBC	✓	
Zegowitz, James, PTBC	✓	

**JOINT LIBRARY BUILDING COMMITTEE  
VIRTUAL MEETING (BOT, PTBC) MINUTES APPROVED 2.2.2026**

**II. APPROVAL OF MINUTES** December 1, 2025; December 8, 2025; DRAFT Joint Meeting Minutes

A motion to approve Minutes from December 1, 2023 and December 8, 2025 as presented by Chris and seconded by Marianne; it passed 8/0/1.

MEMBER/ATTENDEE	AYE	NAY	ABSTAIN
Diercks, Buffie (Elizabeth), Trustee	✓		
Fleckner, Marianne, Trustee	✓		
Roache, Caroline, Trustee			✓
Secor, Glen, Trustee			
Siegel, Mim (Mary), Trustee	✓		
Teal, Debbie, Trustee	✓		
Cook, Nancy, PTBC			
Hazelton, Scott, PTBC	✓		
Karpinsky, Chris, PTBC	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC			
Wimberg, Tom, PTBC	✓		
Zegowitz, James, PTBC	✓		

**III. REPORTS**

**A. OPM/CHA Report:**

1. Budget/Financial Overview: no new change orders tonight; 28 change orders have been done; “potential” cost items have come from Hutter to negotiate or not have a cost; some electrical designs have been revised;
2. Construction Update: underslab excavation work; electrical and plumbing layout work; National Grid transformer removal; geothermal well line; steel erection; oil and water separator unit installation; discuss collaborative moving protection for both Hutter and us and furniture, etc.;
3. FFE (Furniture Fixtures Equipment) Update and Carpet: design change for the Children’s room carpet

**B. Library Director Report**

1. FFE Progress Report: Finalizing fabric on furnishings with Stephura; Children’s Room carpet has been changed, as mentioned, though suggestion from the consultant of the Board of Library Commissioners and agreed to by the Disability Commission to find a less active design (vision issues and perception issues)
2. Procurement: Future Tasks: AV (help from IT Dept.), Security (help from IT Dept. and Am. Alarm), Signage (harmonious with the entire building); Friends’ Foundation fund raising is at \$964,000 – will allow for naming opportunities

**IV. APPROVAL WARRANTS, INVOICES, JOURNAL ENTRIES** totaling \$711,401.09

- A. CHA Solutions OPM Services [November 22 – December 26, 2025]: \$42,450.00
- B. FAA SD-CA [12/1-12/31/2025 CA]: \$57,029.99
  - B.1. FAA: \$14,875.00
- C. Hutter Construction Corporation [through 12/31/2025]: \$563,962.02
- D. MOB II, LLC Monthly Rental [February 2026]: \$20,660.08
- E. NBS Tech Group: \$800.00
- F. UTS of Massachusetts [through 12/5/2025]: \$9,874.00
- G. WSP [through 12/19/2025]: \$1,750.00

A motion to approve **Warrants and Invoices payments totaling \$711,401.09** for A-G (including B.1.) on the attachment as presented by Chris and seconded by Deb; it passed 9/0/0.

**JOINT LIBRARY BUILDING COMMITTEE  
VIRTUAL MEETING (BOT, PTBC) MINUTES APPROVED 2.2.2026**

MEMBER/ATTENDEE	AYE	NAY	ABSTAIN
Diercks, Buffie (Elizabeth), Trustee	✓		
Fleckner, Marianne, Trustee	✓		
Roache, Caroline, Trustee	✓		
Secor, Glen, Trustee			
Siegel, Mim (Mary), Trustee	✓		
Teal, Debbie, Trustee	✓		
Cook, Nancy, PTBC			
Hazelton, Scott, PTBC	✓		
Karpinsky, Chris, PTBC	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC			
Wimberg, Tom, PTBC	✓		
Zegowitz, James, PTBC	✓		

**V. APPROVAL OF PROPOSALS, CHANGE ORDERS, AND ADDITIONAL COSTS:**

- A. Proposed Change Orders over \$15,000.00 for vote: **NONE**
- B. Proposed Change Orders under \$15,000.00 for report:
- C. Executed PCO's to date: **NONE**
- D. Change Order Summary to Date:

Change Order 1 (PCOs 1, 3, 4, 5, 6, 7) totaling	\$51,231.09
Change Order 2: (PCOs 8, 9, 12, 16) totaling	\$31,260.00
Change Order 3: (PCO 23) totaling	\$22,227.00
<b>TOTAL:</b>	<b>\$104,718.09</b>

**VI. OLD BUSINESS: NONE**

**VII. NEW BUSINESS**

- A. Approve CPA Application DRAFT for Skylight Restoration

A motion to approve the CPA Application request for \$60,000.00 for Skylight Restoration was made by Jim and seconded by Tom; it passed 9/0/0.

MEMBER/ATTENDEE	AYE	NAY	ABSTAIN
Diercks, Buffie (Elizabeth), Trustee	✓		
Fleckner, Marianne, Trustee	✓		
Roache, Caroline, Trustee	✓		
Secor, Glen, Trustee			
Siegel, Mim (Mary), Trustee	✓		
Teal, Debbie, Trustee	✓		
Cook, Nancy, PTBC			
Hazelton, Scott, PTBC	✓		
Karpinsky, Chris, PTBC	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC			
Wimberg, Tom, PTBC	✓		
Zegowitz, James, PTBC	✓		

- B. Approve Support Letter for CPA Application for Skylight Restoration

A motion to approve the Support Letter for CPA Application the Skylight Restoration from the Permanent Town Building Committee was made by Buffie and seconded by Jim; it passed 9/0/0.

MEMBER/ATTENDEE	AYE	NAY	ABSTAIN
Diercks, Buffie (Elizabeth), Trustee	✓		
Fleckner, Marianne, Trustee	✓		

**JOINT LIBRARY BUILDING COMMITTEE  
VIRTUAL MEETING (BOT, PTBC) MINUTES APPROVED 2.2.2026**

Roache, Caroline, Trustee	✓		
Secor, Glen, Trustee			
Siegel, Mim (Mary), Trustee	✓		
Teal, Debbie, Trustee	✓		
Cook, Nancy, PTBC			
Hazelton, Scott, PTBC	✓		
Karpinsky, Chris, PTBC	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC			
Wimberg, Tom, PTBC	✓		
Zegowitz, James, PTBC	✓		

C. Approve AMPLIFUND Monthly Report: November 2025

1. Aggregated interest earned through November on Grant funds: \$155,772.60
2. Construction Budget as of January 8 posting date (Warrant 26-27 TE):

MPLCP LIBRARY PROJECT							
LIBRARY/PROJECT : 31610614/58000 26 27 ORIGINAL BUDGET: REVISED BUDGET: % CHNG	EXPENDED:	BALANCE:	% SPENT	EXPENSES POSTED WARRANT 26- 27:			
<b>Contingency</b>	\$ 3,931,700.60	\$ 3,779,982.51	-0.0388	\$ -	\$ 3,779,982.51	3.86%	
CHA Consulting (OPM)	\$ 945,595.00	\$ 945,595.00	0.0000	\$ 365,097.00	\$ 580,498.00	39%	\$ 42,450.00
Commissioning/Testing	\$ 138,500.00	\$ 173,500.00	0.2527	\$ 46,625.75	\$ 126,874.25	27%	\$ 11,624.00
Construction, Non-Hutter	\$ -	\$ -		\$ -	\$ -		
Finegold Alexander Architects	\$ 2,747,827.40	\$ 2,747,827.40	0.0000	\$ 1,990,509.36	\$ 757,318.04	72%	\$ 71,904.99
Furnishings, Fixtures, Equip.	\$ 3,096,158.00	\$ 3,096,158.00	0.0000	\$ -	\$ 3,096,158.00	0%	
<b>Hutter Construction</b>	\$ 20,471,634.00	\$ 20,576,352.09	0.0051	\$ 4,093,588.49	\$ 16,482,763.60	20%	\$ 563,962.02
Insurance, Builders Risk	\$ 210,138.00	\$ 210,138.00	0.0000	\$ 210,138.00	\$ -	100%	
Lease of Temporary Space	\$ 525,000.00	\$ 525,000.00	0.0000	\$ 263,720.08	\$ 261,279.92	50%	\$ 20,660.08
Legal Costs	\$ 15,000.00	\$ 15,000.00	0.0000	\$ 8,712.42	\$ 6,287.58	58%	
Legal Ads, Notices, Printing, Bidding	\$ 12,000.00	\$ 12,000.00	0.0000	\$ 8,020.87	\$ 3,979.13	67%	
Moving/Relocation	\$ 409,196.00	\$ 409,196.00	0.0000	\$ 141,751.91	\$ 267,444.09	35%	\$ 800.00
Site/Hazard Abatement	\$ 18,260.00	\$ 18,260.00	0.0000	\$ 10,590.00	\$ 7,670.00	58%	
Technology Consultant	\$ 25,000.00	\$ 25,000.00	0.0000	\$ -	\$ 25,000.00	0%	
Water Monitoring	\$ -	\$ 12,000.00		\$ 12,750.00	\$ (750.00)	106%	
<b>TOTAL BUDGET:</b>	<b>\$ 32,546,009.00</b>	<b>\$ 32,546,009.00</b>		<b>\$ 7,151,503.88</b>	<b>\$ 25,394,505.12</b>	<b>21.97%</b>	<b>\$ 711,401.09</b>
<i>Transfers from Contingency Budget:</i>	<i>\$ 3,931,700.60</i>			<i>\$ 151,718.09</i>	<i>\$ 3,779,982.51</i>	<i>3.86%</i>	<i>Check No.: \$ (151,718.09)</i>
<i>ABOVE: Blue Font indicates transfers from Contingency Fund</i>							
<b>LIBRARY PROJECT OFFSETS:</b>							
Original MBLC Grant	\$ (7,851,994.00)			\$4,711,197 (60%) received through 6.6.25			
Escalation MBLC Grant	\$ (829,263.00)						
Foundation Fund Raising	\$ (946,253.00)			Target of \$1,300,000 received as of 10.31.25			
AV Legislative Support	\$ (100,000.00)			Released by Governor, 10.24.25			
Aggregated Interest Earned	\$ (155,772.60)			on Grant Account earned through 11.30.25			
CPA Grant Funds	\$ (60,000.00)			1/2026 Application			
Mass SAVE Incentive	\$ (191,644.00)			Construction Completion quote as of 9.10.25			
Mass SAVE Incentive	\$ (53,583.00)			1 Year Post-Occupancy quote as of 9.10.25			
<b>REVISED TAXPAYER TOTAL:</b>	<b>\$ 22,357,499.40</b>			<b>PRIOR REPORT:</b>	<b>\$ 22,399,240.47</b>		
<i>ABOVE: Blue Font indicates figures and dates subject to update</i>							

A motion to approve the AMPLIFUND monthly report: November 2025 was made by Chris and seconded by Marianne; it passed 9/0/0.

MEMBER/ATTENDEE	AYE	NAY	ABSTAIN
Diercks, Buffie (Elizabeth), Trustee	✓		
Fleckner, Marianne, Trustee	✓		
Roache, Caroline, Trustee	✓		
Secor, Glen, Trustee			
Siegel, Mim (Mary), Trustee	✓		
Teal, Debbie, Trustee	✓		
Cook, Nancy, PTBC			
Hazelton, Scott, PTBC	✓		
Karpinsky, Chris, PTBC	✓		

**JOINT LIBRARY BUILDING COMMITTEE  
VIRTUAL MEETING (BOT, PTBC) MINUTES APPROVED 2.2.2026**

Padden, Mike, PTBC			
Roberts, Jeanne, PTBC			
Wimberg, Tom, PTBC	✓		
Zegowitz, James, PTBC	✓		

A motion to move \$750.00 from the Contingency Fund to Water Monitoring Budget in order to remove the negative balance which currently shows and will make the Expended correct at \$12,750.00 was made by Tom and seconded by Chris; it passed 8/1/0.

MEMBER/ATTENDEE	AYE	NAY	ABSTAIN
Diercks, Buffie (Elizabeth), Trustee	✓		
Fleckner, Marianne, Trustee		✓	
Roache, Caroline, Trustee	✓		
Secor, Glen, Trustee			
Siegel, Mim (Mary), Trustee	✓		
Teal, Debbie, Trustee	✓		
Cook, Nancy, PTBC			
Hazelton, Scott, PTBC	✓		
Karpinsky, Chris, PTBC	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC			
Wimberg, Tom, PTBC	✓		
Zegowitz, James, PTBC	✓		

**VIII. UPCOMING DATES:**

February 2, 2026	6:30 PM	Joint Meeting w/Permanent Town Building Committee REMOTE PARTICIPATION MEETING
February 2, 2026	7:00 PM	Full Trustee Board REMOTE PARTICIPATION MEETING
February 5, 2026	10:00 AM	MBLC Meeting to approve Waiver Request of Municipal Appropriation Requirement

**IX. ADJOURNMENT of JOINT MEETING:**

A motion was made by Chris and seconded by Jim that, there being no further business to transact, the meeting adjourn. The motion passed 9/0/0 and the meeting adjourned at 7:39 PM.

MEMBER/ATTENDEE	AYE	NAY	ABSTAIN
Diercks, Buffie (Elizabeth), Trustee	✓		
Fleckner, Marianne, Trustee	✓		
Roache, Caroline, Trustee	✓		
Secor, Glen, Trustee			
Siegel, Mim (Mary), Trustee	✓		
Teal, Debbie, Trustee	✓		
Cook, Nancy, PTBC			
Hazelton, Scott, PTBC	✓		
Karpinsky, Chris, PTBC	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC			
Wimberg, Tom, PTBC	✓		
Zegowitz, James, PTBC	✓		

Respectfully submitted,  
*Buffie Diercks*, Library Trustee Secretary

ATTACHED PROPOSALS: FAA

ATTACHMENTS: Updated Project Budget, Project Timeline, Trustee Meeting Posting