

MEETING MINUTES

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**Project:** Belmont Library  
Belmont, MA

**Meeting Date:** December 9, 2019

**Time:** 7:00 PM

**Meeting Location:** Town Hall

**Meeting:** Library Building Committee - #19

**Report By:** Sally Martin (secretary pro tem)

**Attending:** Clair Colburn, Chair  
Kathy Keohane  
Sally Martin  
Steve Engler

Bob Schafer  
Bob McLaughlin  
Jenny Fallon

**Absent:** Stephen Sala, PBC  
Marcie Schorr Hirsch  
Steven Dorrance  
Heli Tomford  
Madeline Fraser Cook

Bart Nelson  
Peter Struzziero, Library Director  
Conrad Ello, Oudens Ello Architecture  
Noel Murphy, Oudens Ello Architecture  
Alicia Monks, Daedalus Projects

**Item**

19-1 Invoice Approval

The two final invoices from Daedalus Projects (\$3000 for October 2019, \$900 for November 2019) were approved with the condition that they will be sent for payment when Committee Chair (Clair Colburn) makes the determination that all final deliverables due from architect and OPM have been received. Moved by Bob Schaefer, seconded by Jenny Fallon.

The final invoice from Oudens Ello (\$17,270.04) was approved with the condition that it will be sent for payment when Committee Chair (Clair Colburn) makes the determination that all final deliverables due from architect have been received. Moved by Bob Schaefer, seconded by Kathy Keohane.

Two invoices from Staples (\$96.87, 128.48) for Public Forum materials were approved for payment. Moved by Bob McLaughlin, seconded by Bob Schaefer.

Reimbursement request from Peter Struzziero for \$314.19 for Public Forum materials was approved for payment. Moved by Bob McLaughlin, seconded by Bob Schaefer.

19-2 The need for additional communication materials for public education regarding the Library project was discussed.

The meeting was ADJOURNED.

**Next meeting:** To be determined.

Clair