

**JOINT LIBRARY BUILDING COMMITTEE
VIRTUAL MEETING (BOT, PTBC) MINUTES APPROVED 3.2.2026**

MEETING DATE: February 17, 2026; 6:30PM
MEETING LOCATION: Remote Participation; Hosted by Library Staff

GUESTS:

DOCUMENTS USED:
 Agenda for this meeting, with attachments.

MEMBER/ATTENDEE	PRESENT	ABSENT
Diercks, Buffie (Elizabeth), Trustee	✓	
Fleckner, Marianne, Trustee	✓	
Roache, Caroline, Trustee (arrived late)	✓	
Secor, Glen, Trustee	✓	
Siegel, Mim (Mary), Trustee	✓	
Teal, Debbie, Trustee		✓
Cook, Nancy, PTBC	✓	
Hazelton, Scott, PTBC	✓	
Karpinsky, Chris, PTBC	✓	
O'Connell, Meghan, PTBC Alternate	✓	
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 6:31 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	✓	
O'Connell, Meghan, PTBC, Alternate	✓	
Padden, Mike, PTBC		✓
Roberts, Jeanne, PTBC	✓	
Wimberg, Tom, PTBC		✓

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Zegowitz, James, PTBC	✓	
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II. NEW BUSINESS

A. Approve/Recommend FFE RFP Results for Select Board Contract Approval

1. Slide deck about the FFE RFP – Jennifer McGrory

- a. Bid came in about \$150k under budget
- b. Questions and Various suggestions made by the Jt. Committee to edit the slide deck to prepare it for presentation to Select Board – e.g. call it Furniture only since it does not include equipment such as copy machines, etc.

A motion to approve the FFE RFP Result as modified and recommend to the Select Board that the Town of Westford award the Furniture Bid Package to: Creative Library Concepts for a value of \$757,860.14; Red Thread for a value of \$203,511.05; Red Thread for a value of \$753,210.68; Lexington Group for a value of \$37,380.06; and to execute associated contracts and purchase orders with the 4 vendors; and to preserve a furniture contingency of \$156,396.00 to maintain a total Furniture Budget of \$1,908,358.00 was made by Jeanne and seconded by Nancy; it passed 11/0/0.

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	✓		
O’Connell, Meghan, PTBC, Alternate	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC	✓		
Wimberg, Tom, PTBC			
Zegowitz, James, PTBC	✓		

B. Thank you to the Furniture Committee for all their work. Glen

C. Select Board Mtg. on 2/24 will be posted with the Jt. Comm. of Building Comm. and Trustees. Some attendance would be nice, but we don’t need two quorums.

D. Construction phase of interface between old building and new building

- 1. There has been a push through meetings with the general contractor, steel subcontractor, design team, and the structural engineer to address this.
- 2. There may be schedule impacts because of this, but we have not accepted any schedule delay yet.
- 3. Worst case scenario is that it could be up to 8 weeks.
- 4. This will be on the agenda for the March 2 meeting.
- 5. We need the Architect and Structural Engineer to provide a report on what they’re doing to resolve this quickly and expeditiously before next Tuesday, February 24th meeting when we attend the Select Board to be ready for any questions. They should also expect to be present at our March 2 meeting.

III. ADJOURNMENT of JOINT MEETING:

A motion was made by Chris and seconded by Jeanne that, there being no further business to transact, the meeting adjourn. The motion passed 11/0/0 and the meeting adjourned at 7:40 PM.

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

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Karpinsky, Chris, PTBC	✓		
O'Connell, Meghan, PTBC, Alternate	✓		
Padden, Mike, PTBC			
Roberts, Jeanne, PTBC	✓		
Wimberg, Tom, PTBC			
Zegowitz, James, PTBC	✓		

Respectfully submitted,
Buffie Diercks, Library Trustee Secretary