



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Approval of transfer of \$41,000 from the Board of Finance Contingency Reserve Fund to The Library Building Capital Account
2. **Date of submission:** May 22, 2013
3. **Date of Board Meeting:** May 29, 2013
4. **Individual or Entity making the submission:** Marianne O'Neil, Chair Simsbury Library Board of Trustees and Tom Roy, Director of Public Works, Town of Simsbury

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the transfer of \$41,000 from the Board of Finance Contingency Reserve Fund to the Library Building Capital Account, number 332. This will enable the replacement of the original air conditioner at the Library and repair parts for the new air conditioner.

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Marianne O'Neil, Chair, Simsbury Library Board of Trustees
Home: 860-658-0591
Cell: 860-280-4062

Thomas Roy, Director of Public Works
Work: 860-658-3222

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any **additional information in an attached memorandum.**):

The condensing unit at the Library is failing and in immediate need of replacement. As indicated below, the Library's Building Fund currently has \$54,060.62, all of which can be applied to this project. Additional funding of \$41,000 is needed to cover the remaining cost.

Attached is the Request for Proposal for the Simsbury Public Library Condensing Unit Replacement Project. This contains the background and detail of the project. Submissions have been returned and vetting completed.

The total cost of the project is:

EAHV-1	\$75,000
AHV-1 Dx Coil	15,000
Masonry, Repair Contingency	<u>5,000</u>
TOTAL PROJECT	\$95,000
Funds remaining in Library Building Fund	<u>\$54,060.62</u>
Funds needed to complete	\$40,939.48

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Request for proposal for the Simsbury Public Library Condensing Unit Replacement Project

Recommendation from Mechanical Design Engineer for award of the project based on proposals received.