

**Library Building Committee Meeting**  
**Monday, January 14, 2019, 2pm**  
**Simsbury Public Library Program Room 2**  
**Minutes**

**Present:**

**Committee Members:** Dave Blume, Lisa Karim, Jeff Shea, Charmaine Glew, Marianne O'Neil, Bud Kelly, Dick Ostop, Mark Orenstein

**Butler Rowland Mays Architect Representatives:** Meghan Brennen, Steve Rowland

**Owner's Representative:** Jim Russo, JR Russo, LLC

**Absent:** Tom Roy, Tolly Zonenberg, Lauren Miller

**Others Present:** Adam Kessler

Mr Blume called the meeting to order at 2pm.

**1. Public Audience**

None

**2. Minutes – November 5**

Mr Ostop made a motion, second Ms O'Neil to approve the minutes of December 10 as presented. Motion carried unanimously.

**3. Discussion of Project Budget**

Mr Russo presented the current Proposal/Change Order Log. He expects to receive costs for each item by the end of the week. Mr Russo reported that Simsbury PD will not perform background checks on contractor subs. Mr Ostop and Mr Blume will meet with Chief Boulter to discuss if this could be possible.

Mr Ostop made a motion, second Ms Glew to move forward getting a price on performing background checks on contractor subs by an outside agency should the PD decline to perform them. Motion carried unanimously.

Mr Ostop made a motion, seconded by Ms Glew to authorize Mr Russo to have the contractor move forward with Item 3A sawcutting related to second screen location and podium if the cost is up to \$4,000. Motion carried unanimously.

**4. Review of Project Schedule**

Mr Russo reviewed the project schedule. He will integrate the contractor's project schedule with his and distribute. Currently work is on schedule.

**5. Review of Project Technology Scope**

Following the last Library Building Committee meeting Mr Orenstein provided a statement of technology requirements which were reviewed by Rich Horsch, Technology Specialist at Butler, Rowland, Mays. Mr Orenstein feels strongly that the technology requirements should be discussed directly with staff at Rockwell. Technology must be finalized by March 1.

**6. Discussion of Furniture, Fixtures and Equipment (FF&E)**

Ms Brennen distributed a revised budget for FF& E. Ms Glew, Mrs O'Neil and Ms Karim will serve on the FF&E Subcommittee to select colors and furnishings from the samples provided.

Ms Karim indicated that unupholstered seating is preferable.

#### **7. Review & Approval of Invoices**

Mr Kelly made a motion, second by Mr Ostop to approve Invoice 2018-7-6 payable to J.R.Russo, LLC in the amount of \$2,997.50. Motion carried unanimously.

Ms Glew made a motion, second Mr Ostop to approve Invoice P#18-05 payable to Sarazin Construction in the amount of \$7,765.77. Motion carried unanimously.

#### **8. State Library Grant Matters**

Mr Shea and Mr Russo have completed necessary notification to fulfill grant requirements. Mr Shea is waiting for the contractor to provide information required for submission to CHRO.

The project sign proof is pending the approval of the Town Manager.

#### **9. Old Business**

None

#### **10. New Business**

Ms Brennen sought consensus on whether it was acceptable for the sprinkler pipe to be exposed in the Book Sorting area. The Committee indicated this was acceptable.

Ms Brennen indicated that the manufacturer of the barn doors requires a floor track for the 11' opening. She will request additional information so a decision regarding the doors may be made at the next meeting.

Ms Brennen indicated that the exterior retaining wall for the generator will no longer screen the condensing unit for the renovated space. Screening will have to be achieved by some other means, perhaps plantings.

Mr Russo indicated an issue with water coming over the current concrete retaining wall. It has been determined that this is due to the exterior stone being higher than the wall. Mr Shea will work with Mr Roy to resolve this issue.

#### **11. Next Meeting Date**

The next meeting will be February 11, at 2pm in the Library's Program Room 2. Subsequent meetings will be the 2<sup>nd</sup> Monday of the month at 2pm through April 8 in Program Room 2. Those dates are: March 11 and April 8.

#### **12. Adjourn**

Mr Ostop made a motion, second by Ms O'Neil to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 2:55 pm.

Respectfully submitted,  
Lisa Karim

