

Library Building Committee Meeting
Monday, April 8, 2019, 2pm
Simsbury Public Library Program Room 2
Minutes

Present:

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

Butler Rowland Mays Architect Representatives: Meghan Brennen

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

Absent: Tom Roy, Tolly Zonenberg, Lauren Miller, Lisa Karim

Others Present: Adam Kessler

Mr Blume called the meeting to order at 2pm. The group then took a brief tour of the construction site with Mr. Russo.

1. Public Audience

None

2. Minutes – March 11, 2019

Mr Ostop made a motion, second Ms O'Neil to approve the minutes of March 11 as presented. Mr. Ostop noted for the record that the second paragraph of Item #5 should include the cost of reconciliation of the repair of the foundation cracks. However, the cost was not known at the time since it was to be determined through construction means. Also, under Item #6 the Rockwell technology quote dated February 26, 2019 has a value of \$37,231.00. Motion carried unanimously.

3. And 4. Discussion of Project Budget/ Construction Changes

COR #10, Revision #1

Mr. Russo discussed the crack repair at the north wall. The total Change Order amount will be \$1,578.01.

Mr. Ostop made a motion to approve, seconded by Ms. Glew. Motion carried unanimously.

COR #12 – proposal from the general contractor showing a 10% mark up of \$78.43, bringing the total to \$875.72.

Mr. Ostop made a motion to approve, seconded by Ms. O'Neil. Motion carried unanimously.

COR #13 – on going with HVAC – bathroom thru gallery wall - \$1,407.45. Mechanical Engineer wants more components – Mr. Russo requested approval to not exceed \$2,200.00.

Mr. Ostop made a motion to approve, seconded by Ms. O'Neil. Motion carried unanimously.

COR #14 - \$1,218.00

Mr. Blume remarked that the work to sawcut down the crack is a safety issue that must be done; the crack is from the original construction.

Mr. Ostop made a motion to approve, seconded by Ms. O'Neil. Motion carried unanimously.

COR #15 – the Fire Marshall requested that an emergency light be installed at the door going into the office for a cost of \$292.68.

Mr. Ostop made a motion to approve, seconded by Ms. Glew. Motion carried unanimously.

Summary - \$26,057.21 with change orders. \$17,950 contingency balance.

5. Review of Project Schedule

Mr. Russo informed the committee that the project will not be completed until mid to late June; a one month delay. The work needing to be done includes installation of mechanical equipment, installation of a compactor pad, excavation and installation of a condenser unit. In order to install the air handler a retaining wall needs to be built.

Discussion ensued about working with the Friends to find another location to store books for their upcoming book sale in the Fall. It's difficult to store the books off site because it always causes problems. Mr. Russo commented to Mr. Kelly's question about the progress that until the open items are completed we would not be able to obtain a CO. Mr. Ostop suggested closing Program Room 2 on a temporary basis until the renovation is completed.

6. Review of Project Technology Scope

Technical items were placed on contract approximately 2 weeks ago. Mr. Orenstein pointed out that 3 extenders were ordered; we only need 2 for \$500.00 or less. The wireless microphone will need a \$10.00 item.

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

Ms. Brennen reported that the tables and chairs have been ordered and the PO is in the system. The furniture company will hold the chairs until we're ready for them. The FF&E Committee is meeting after the Building Committee meeting is finished.

8. Review & Approval of Invoices

Mr. Ostop made a motion, seconded by Ms. O'Neil to accept and pay Submittal #4 payable to Sarazan Construction in the amount of \$186,530.96. Motion carried unanimously.

Mr. Russo confirmed that \$63,700.00 (line #114) is HVAC equipment stored at the contractor's location. He also noted that Sarazin is about 59% finished with the job.

Mr. Ostop made a motion, seconded by Mr. Kelly to accept and pay Invoice 2018-7-9 payable to J. R. Russo in the amount of \$5,575.00. Motion carried unanimously.

9. State Library Grant Matters

No matters at this time, per Mr. Shea.

10. Old Business

None

11. New Business

Mr. Orenstein and Mr. Russo discussed a plan to testing the new equipment when the time is right. All equipment will be tested by the contractor prior to completion. Mr. Russo will get the vendor on site before the walls are done.

12. Next Meeting Date

The next meeting will be Monday, May 13, at 2pm in the Library's Program Room 2. Subsequent meetings will be Monday, June 10 at 2pm and, if needed, Monday, July 8 at 2pm in a room to be determined.

Mr. Blume also commented that the grand opening/ribbon cutting date may have to be moved.

13. Adjourn

Mr Ostop made a motion, second by Ms O'Neil to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 2:50 pm.

Respectfully submitted,
Sue Mazurski