

Library Building Committee Meeting
Monday, May 13, 2019, 2pm
Simsbury Public Library Program Room 2
Minutes

Present:

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

Butler Rowland Mays Architect Representatives: Meghan Brennen

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

Absent: Tom Roy, Tolly Zonenberg, Lauren Miller,

Mr. Blume called the meeting to order at 2pm.

1. Public Audience

None

2. Minutes – April 8, 2019

Corrections:

- Remove Draft
- Discussion of Project Budget/Construction Changes – remove *Summary - \$26,057.21 with change orders. \$17,950 contingency balance.* These figures are incorrect.
- Review of Project Schedule – paragraph 2, sentence 3 - remove *to Mr. Kelly's question about the progress*

Mr. Kelly made a motion, second Ms. Glew to approve the minutes of April 8 as corrected. Motion carried unanimously.

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

Mr. Russo discussed construction changes.

Item 13R 1 Conference Room/HC Bathroom costs came in the under not to exceed amount voted on at the April 8 meeting. Mr. Ostop made a motion, second Ms. Glew to approve this change order with a cost of \$871.90. Motion carried unanimously.

Item 17 Hand Excavation of Louvers time and material cost of \$2,641.26. Mr. Ostop made a motion, second to approve this change order. Motion carried unanimously.

Item 20R Additional Sprinkler Heads due to the change in the storage closets required by the Fire Marshall with a cost of \$1,574.54. Mr. Shea indicated that the Town pushed back on this cost. Mr. Ostop made a motion, second Ms O'Neil to approve this change order. Motion carried unanimously.

Item 22 Remove Brick Pavers found under the existing display cabinet in the Gallery with a cost of \$466.52. Mr. Ostop made a motion, second Mr. Kelly to approve this change order. Motion carried unanimously.

Item 23 Mechanical Platform Wall with Revisions to allow maintenance people greater access with a cost of \$651.42. Mr. Ostop made a motion, second Ms O'Neil to approve this change order. Motion carried unanimously.

Other anticipated change orders include: relocating an Exit sign, the addition of an iron fence for the retaining wall. Costs are not yet known for these projects.

5. Review of the Project Schedule

Mr. Russo expressed concern that many items which on the work schedule were to be started or completed by this date were yet to occur. He will contact the contractor to discuss. He anticipates substantial completion by mid-June.

Mr. Russo's original contract was for a 4 month construction period. The project is now at 6 months. It was agreed it is a critical time to have Mr. Russo working on the project. He has submitted a request for extension through the close of the project. Mr. Ostop made a motion, second Ms. Glew to extend Mr. Russo's contract not to exceed \$5,600. Motion carried unanimously.

6. Review of Project Technology Scope

The technology specialist from Rockwell Communications indicated he will need to be notified for scheduling a start date 3 weeks from completion of the project. Mr. Shea will monitor this work on a weekly basis and will provide an update to the status at the Project Meeting 5/15.

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

Ms Brennen indicated that she has an estimate for signage for \$5,585.

8. Review & Approval of Invoices

Mr. Ostop made a motion, second by Mr. Shea to approve Submittal #5 payable to Sarazin Construction in the amount of \$95,515.55. Motion carried unanimously.

Mr. Ostop made a motion, second Ms. Glew to approve Invoice 2018-7-10 payable to J.R.Russo, LLC in the amount of \$5,500. Motion carried unanimously.

9. State Library Grant Matters

Mr. Shea and Ms Karim will submit for reimbursement now that the project is more than 50% complete.

10. Old Business

None

11. New Business

None

12. Next Meeting Date

The next meeting will be June 5 in Program Room 2 at 1pm.

13. Adjourn

Ms. O'Neill made a motion, second by Mr. Shea to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 2:45 pm.

Respectfully submitted,
Lisa Karim

