

**Library Building Committee Meeting**  
**Tuesday June 12, 2018, 1pm**  
**Simsbury Public Library Program Room 2**  
**Minutes**

**Present:**

**Committee Members:** Lisa Karim, Jeff Shea, Tom Roy, Bud Kelly, Dave Blume, Charmaine Glew, Tolly Zonenberg, Dick Ostop, Marianne O'Neil

**Butler Rowland Mays Architect Representatives:** Paul Mays, Meghan Brennan

**Public Audience:** Mark Orenstein

**Absent:** Lauren Miller

Mr. Blume opened the meeting by taking attendance and proposed moving agenda item 3: RFP for Construction Oversight to follow item 4: Review Design Development Documents.

**1. Public Audience**

No commentary.

**2. Minutes-May 15, 2018**

All Building Committee members received an email containing the minutes from the last meeting. Tolly had sent Lisa a typo which has already been corrected. The motion to accept these minutes with the changes was unanimously passed. Ms Glew also indicated that she was not listed as absent.

Mr Ostop made a motion, seconded by Ms O'Neil to accept the minutes of May 15 as corrected.

**4. Review Design Development Documents**

These documents now contain information from the engineers. Today's objectives were to provide an overview of the set of documents, highlight changes, and answer questions. The set was left with the committee members to review after the meeting.

Informal meetings with the code enforcement officer and fire marshal went smoothly with no red flags. The fire marshal proposed adding an extra swing door between the Friends sorting space and meeting room and having the barn door become 11 ft instead of 12 ft.

As the existing mechanical room is crowded, it was proposed that supplemental mechanical systems be placed on the ceiling in the book sorting room. This would be a good compromise as it would keep the Friends open floor space and would be accessible to reach by stepladder. Structural engineer will evaluate for cost efficiency; awaiting reply.

An extra door is depicted with the barn doors near the table/chair storage in order to accommodate an additional means of egress per the Fire Marshall.

Near the closet for table/chair storage, a knee wall is depicted to protect sprinkler piping. It will extend our 2 ft to allow for table/chair storage space.

Ceiling in Friends sorting space: depicted at 8ft. This is lower than originally planned but wouldn't affect the banana boxes used for book sorting/storage. The lowest pipe is 8'3".

Condensation on pipes during humidity was noted for the engineers.

Ceiling in vestibule by exit doors: proposed that existing flat ductwork would be painted instead of installing a finished ceiling. There were no objections to this idea. And can we change out the foil ductwork with a rigid duct with interior insulation? To discuss with engineer.

Telecom system demarcation cabinet enclosure: conflicts with door handicap accessibility, need to consolidate/shift.

Compressor and door placements have been switched to mirror current layout.

Ability to include the permanent generator: awaiting approval from Board of Selectmen, but architects can accommodate.

Heating/AC combined plan included in building plan.

Specifications (meeting grant requirements) will be ready by the next meeting.

### **3. RFP for Construction Oversight**

The Owner's Representative position has been designed to be a hybrid Construction Manager and Clerk of the Works. All committee members expressed they were comfortable with this terminology. This individual will serve to represent the committee during pre-construction and provide oversight during construction. Jeff, Dick, and Dave met to draft the RFP and mailed to committee members. Proposals need to be in by 11am June 28, with not more than 4 finalists to be interviewed before the final candidate is chosen by the committee. This position will be advertised in the newspaper (Jeff will coordinate) as well as the Department of Administrative Services website. This position is fundable under the grant. There were no objections to going forward with this and putting out for advertisement as voted on at the May 15 meeting.

### **5. Review of Project Technology Needs**

Since the last meeting, the Technology Subcommittee had a meeting session with the architectural representative over the phone. Asked Rick Bazzano to make a document with technology requirements and costs. This was sent to those who attended the meeting; Dave will email a copy to all committee members. We identified many items we didn't need, resulting in savings of roughly \$10,000. The technology budget for the project is \$30,000. The technology requirements identified are as follows:

- \*projector and screen, 1920x1200 pixel
- \*microphones for presentations and meetings (1 podium mic and 6 table mics)
- \*speaker system to allow for multimedia
- \*lectern for media and audio presentations
- \*2 floor mounts to the left and right of screen
- \*Blu-Ray CD media player
- \*wireless support for Smartphones (Mark suggested)

Rick will add prices next to each. All were determined to be requirements, but now we need to decide the level of quality. Rick will get another set of quotes from Rockwell before the next Technology Subcommittee meeting. There will be time to work out details i.e. slab cutting. It was agreed the podium/lectern would come out of the furniture budget.

#### **6. Review of Project Schedule**

The preconstruction phase will begin once the Owner's Representative is hired. To keep the project progressing as quickly as possible, it was proposed to make the preconstruction phase one month and the construction phase 6 months. The goal is to keep the construction period as beginning in October (once book sorting/book sale is over) and continuing during the winter months. Will make a pass-through and obtain notes before the Owner's Representative is hired.

#### **7. Construction Timeline and Considerations**

Already discussed in previous item. Longest lead time would be mechanical work and shortest would be furniture. The architects will work with Charmaine, Lisa Tolly on furnishings.

#### **8. Old Business**

None to report.

#### **9. New Business**

None to report.

#### **10. Adjourn**

The next committee meeting will be the final interview process for the Owner's Representative position. Before this date, Jeff, Dick, and Dave will meet to narrow down and interview the candidates. The final interview session will be staggered interviews, and all committee members are invited to attend. The date for this session will be Tuesday July 10 at 1:00.

Mr Ostop proposed the motion to adjourn the meeting, seconded by Ms O'Neil. It was passed unanimously. The meeting was adjourned at 2:15pm.

Respectfully submitted,  
*Elizabeth Collier*