

Library Building Committee Meeting
Wednesday, July 17, 2019, 2pm
Simsbury Public Library Program Room 2
Minutes

Present:

Committee Members: Dave Blume, Charmaine Glew, Dick Ostop, Bud Kelly, Tom Roy, Jeff Shea

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

Absent: Tolly Zonenberg, Lauren Miller, Lisa Karim, Marianne O'Neil

Discussion was conducted prior to the formal call to order of the meeting.

Mr. Shea indicated that the letter was sent to the contractor requesting justification for additional project costs associated with General Conditions as discussed at the last meeting. However, no response has been received to date.

Mr. Shea indicted that one other item that came up in the project was whether the humidistats were included in the engineering specifications. This will be reviewed in detail for the next meeting.

Mr. Blume called the meeting to order at 2:45pm.

1. Public Audience- None

2. Minutes – July 3, 2019

Mr. Ostop made a motion, second Mr. Kelly to approve the minutes of July 3 as presented. Motion carried unanimously.

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

Mr. Shea indicated that in the summary for Change Order #6 , the quote for the vestibule ceiling has not been approved yet. The building inspector required the installation for fire protection purposes.. The access panels for HVAC were approved some time ago, although cost could not be agreed upon, it was ultimately decided that the cost would be split with the contractor.

5. Review of the Project Schedule

Mr. Russo indicated as of now, they are still working on the gallery mill work. GC is here installing the finished hardware cores. They are working on the punch list that was issued last week and will be notified by the GC when they are ready for a re-inspection. Once the ceiling is up, a final inspection could occur. Mr. Shea believes sometime next week they will call for final inspection. According to the last schedule, the work will be done by 5/28, they are 6-7 weeks off that.

6. Review of Project Technology Scope

Mr. Blume stated that the vendor has still not made them aware of any installation schedule for the AV equipment.

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

Ms. Glew indicated that she believed everything had been delivered.

8. Review & Approval of Invoices

Mr. Ostop made a motion, second Ms. Glew to approve the OFI invoice in the amount of \$9305.46. Motion carried unanimously.

Mr. Ostop made a motion, second Ms. Glew to approve the OFI invoice in the amount of OFI \$8496.40. Motion carried unanimously.

Mr. Ostop made a motion, second by Mr. Kelly to approve the invoice for month ending 6/30, not to exceed \$65,582.77. Motion carried unanimously.

9. State Library Grant Matters

No matters at this time.

10. Old Business- None

11. New Business

The status of the certificate of occupancy was discussed and its impact on the book sale.

Mr. Ostop made a motion to move ahead with a second letter to Sarazin General Contractors stating their need to occupy the space, the conditions they will have to work around (volunteers/equipment) and that the space needs to be occupied by the end of day Monday. Mr. Blume seconded the motion. Motion carried unanimously.

12. Next Meeting Date

The next meeting will be July 31, 2019 at 1:00 p.m. in Program Room 2.

13. Adjourn

Ms. Glew made a motion, second by Mr. Ostop to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 3:06 pm.

Respectfully submitted,
Heather Taylor

