

Library Building Committee Meeting
Wednesday, July 31, 2019, 1:00 p.m.
Wagner Room
Minutes

Present:

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

Butler Rowland Mays Architect Representative: Meghan Brennen

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

Absent: Tolly Zonenberg and Lauren Miller

1. Public Audience – None

2. Minutes – July 17, 2019

Motion by Mr. Ostop, seconded by Mr. Kelly to accept the minutes of July 17, 2019 as presented. All approved and the motion carried.

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

Mr. Shea noted that there was a slight increase in the budget; approximately \$200 to include addition switches to accommodate SCTV requirements.

Motion by Mr. Ostop, seconded by Mr. Orenstein to approve the Rockwell Quotation showing a final cost of \$38,313.00. All approved and the motion carried.

This budget does not include the cost for additional general condition costs of Sarazin going beyond the original time period, they have not presented a response with sufficient information to evaluate the proposal. Mr. Roy noted that the committee has not validated this claim and he also mentioned that the committee needs to be aware of minor landscaping which still needs to be done adjacent to the condenser unit.

CO #6 – includes all costs associated with Sarazin's contract everything except CPO #25.

Motion by Mr. Ostop, seconded by Ms. Karim to approve Proposal #19 in the amount of \$1,444.00 for the ceiling in the vestibule. All approved and the motion carried.

A general discussion ensued regarding Sarazin's claim for extended general conditions as shown on CO #25 in the amount of \$14,682.55.

Mr. Russo stated that Sarazin is behind schedule; painting, millwork and trim is not finished. It was decided to request a schedule from Sarazin showing when tasks were actually completed to

demonstrate that they were delayed on the job. Mr. Russo feels they are not due any money. Sarazin's tardiness has cost the Town money and the general feeling is that the request for more money for Sarazin should be denied. Mr. Ostop feels that the Town should negotiate the amount with Sarazin. A letter from Mr. Shea was sent on July 18, 2019 "Notification of Intent to Occupy Finished Space" was never responded to by Sarazin. The committee wants an answer to that letter and then would invite Ms. Sarazin to a meeting with a subcommittee of the Building Committee to discuss the matter.

Motion by Mr. Ostop, seconded by Ms. O'Neil to send a letter to Sarazin requesting the following information: 1) a response to the previous letter from Jeff Shea dated July 18, 2019; and 2) material and response sent back to the committee and after their review invite Sarazin to meet with a few members of the Building Committee. All approved and the motion carried.

Motion by Mr. Blume, seconded by Ms. Glew to appoint a sub-committee consisting of Mr. Blume, Mr. Shea, Mr. Ostop, Mr. Russo, Ms. Karim and Mr. Roy to review scheduling issues. All approved and the motion carried.

5. Review of Project Schedule and 6. Review of Project Technology Status

Mr. Russo advised that the GC has not confirmed that the Punch List is completed. This has to be completed in order to obtain a final CO. Odds and ends still need to be addressed; glass, millwork, locks and technology doors. Rockwell was installing audio visual equipment and needs until the end of this week to do the programming. Testing will be next week. Ms. Glew asked that they avoid Tuesday and Friday due to the book sorting work. Mr. Shea will arrange for the testing time and he will arrange for the training date. Mr. Orenstein will be there for the testing. Mr. Orenstein also stated that SCTV has a shelf of equipment that needs to be installed in the rack and would like it done before the training session.

Mr. Blume asked how many Punch Lists needed to be addressed. There are three; electrical, mechanical and architectural.

7. Furniture, Fixtures and Equipment (FFE) Status

Ms. Brennen reported that the signage for the Lobby space is ready to be installed once the painting is completed. Need to correct the spelling of Tariffville. She presented a proposal from Farmington Displays, Inc. in the amount of \$5,080.00.

8. Review and Approval of Invoices

Motion by Mr. Ostop, seconded by Mr. Shea to approve Invoice #2018-7-13 from J.R. Russo, LLC in the amount of \$1,915.00. All approved and the motion carried.

CO #5 and CO #6 – it was agreed to pay \$26,338.16 and retain \$33,062.15. This invoice arrived 10 minutes before the start of today's meeting and was not reviewed.

9. State Library Grant Matters

Mr. Shea and Ms. Karim had nothing to report. Mr. Shea stated that if this project drags on he may do a partial application for state reimbursement.

10. Old Business - None

11. New Business - Discussion ensued regarding a plaque once the project is completed. Ms. Brennen has info on plaques and will share with Ms. Karim.

12. Next Meeting Date –

The next meeting will be held on Wednesday, August 28, 2019 at 1:00 p.m. in the Wagner Room.

Respectfully submitted,

Sue Mazurski
Library Admin Secretary