

**Library Building Committee Meeting
Tuesday September 18, 2018, 1pm
Simsbury Public Library Program Room 2
Minutes**

Present:

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

Butler Rowland Mays Architect Representatives: Meghan Brennan

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

Absent: Lauren Miller

Mr. Blume called the meeting to order at 1pm.

1. Public Audience

None

2. Minutes – July 10, 2018

Mr. Ostop made a motion, second Mr. Kelly to approve the minutes of July 10 as presented.

3. Review of Owner's Representative Cost Estimates

Following thorough review of the 90% complete construction documents Mr. Russo made some suggestions and clarifications. He also determined the cost for the project to be approximately \$133 per square foot. This is within the project budget. It was noted that material tariffs may cause the cost to increase.

4. Review of Project Technology Costs

Mr. Shea noted that the most recent estimate from Rockwell does not include the additional microphones to be used to support board meetings. Mr. Blume will schedule a technology meeting at which time the location of SCTV drops will be determined. BRM needs the location of the ceiling mic drops.

5. Review of 90% Construction Documents

Ms. Brennan indicated the construction documents are now 95% complete. Mr. Shea and Mr. Russo will review the documents and send any comments to Butler, Rowland Mays (BRM) by next Wednesday, September 26. BRM will have revisions done by October 3. BRM will provide an 8.5 X 11 site sketch and Mr. Russo will indicate acceptable contractor parking locations.

In relation to the construction contract, the following should be included:

- Portable restrooms for workers will be brought in by contractor
- Completion date: Substantial completion 150 calendar days from execution of the contract. Final completion 15 calendar days after substantial completion.
- Liquidated damages \$300 per day
- Power, gas and water will be provided by the owner at no cost
- Safety issues – Both site and workers: Character of all workers must be acceptable. The names of all field workers and supervisors must be submitted and the Mr. Russo will ensure background checks will be performed.

6. Discussion of Project Budget

The budget was addressed under agenda item 3. BRM has the Town budget format and will populate it with Mr. Russo's estimated figures.

7. Review of the Project Schedule

A pre-bid meeting will be scheduled for October 10 with bids due October 24. Bid period will be 3-4 weeks with bids due October 24. Contract awarded mid-November.

8. Construction Timeline & Consideration – Staging of Demolition & Construction

The Barnes Room is anticipated to be unavailable for Library use mid-November through February 1. Construction should not impact Program Room 2. This is a relatively self-contained project. Storage of construction materials will be outside the building.

Mr. Roy discussed the installation of the Library generator as it relates to this project. The Town has staked out on the Library lawn the location for construction of a brick screen wall, similar to the pre-existing wall on the front of the Library, to hide the new HVAC equipment and also the generator. This will need to go before Town Design Review.

9. Bid Process and Schedule

Addressed in agenda item 7.

10. Review and Approval of Invoice #2018-7-2, J.R.Russo, LLC

Mr. Ostop made a motion, seconded by Ms. Glew to approve Invoice #2108-7-2 payable to J.R.Russo, LLC in the amount of \$1,842.50. Motion carried unanimously.

11. Old Business

None

12. New Business

None

13. Next Meeting Date

The next meeting will be November 5 at 2pm in the Library's Program Room 2. Subsequent meetings will be the 2nd Monday of the month at 2pm through April 8.

14. Adjourn

Ms. Glew made a motion, seconded by Ms. Zonenberg to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 2:35pm.

Respectfully submitted,
Lisa Karim

