

**Library Building Committee Meeting  
Monday, November 5, 2018, 2pm  
Simsbury Public Library Program Room 2  
Minutes**

**Present:**

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

**Butler Rowland Mays Architect Representatives:** Absent

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

**Absent:** Bud Kelly, Lauren Miller

**Others Present:** Mark Orenstein

Mr Blume called the meeting to order at 2pm.

**1. Public Audience**

Mark Orenstein expressed concern regarding the proposed orientation of the room as relative to chair layout and visibility of the projection screen. Mr Shea made a motion, second by Mr Ostop to request that the architect do a preliminary investigation, including cost estimates, of reorienting the room east to west and that the Town technology specialists be consulted on possible solutions. Motion carried unanimously.

**2. Minutes – September 18**

Mr Ostop made a motion, second Ms Glew to approve the minutes of September 18 with the correction of Section 5, bullet point 5 to read Safety issue: Character of site workers.....Motion carried unanimously.

**3. Review of Construction Bids**

Mr Shea reported that 5 general contractor bids were received for this project. He then indicated that reference checks have been done and been favorable for the lowest bidder, Sarazin General Contractors, Inc. of North Windham, CT and they meet all bid requirements. Ms Glew made a motion, second by Ms O'Neil to accept the low bid from Sarazin General Contractors, Inc for \$624,500. Motion carried unanimously. Mr Shea will handle the next steps to getting a contract awarded.

It is not necessary for this project to go before Design Review.

**4. Review of Project Technology Scope**

Mr Blume indicated there are still a handful of technology issues outstanding so he will convene a meeting of the Technology Committee once the final orientation for the room is decided.

**5. Furniture, Fixtures & Equipment**

This item is tabled to the December 10 meeting.

**6. Discussion of Project Budget**

Mr Shea distributed a revised project budget summary which includes the figures presented by Sarazin General Contractors for the project. There is a 7% contingency budget for the project.

**7. Review of the Project Schedule**

Bid specifications required substantial completion of the project 150 calendar days from execution of the contract. This may be early May.

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

Mr Russo will create a master schedule for the project.

**9. State Library Grant Matters**

The project is currently in compliance and as the contract is awarded the State Library and CHRO will receive all necessary communications.

**10. Review and Approval of Invoice #2018-7-3 and Invoice #2018-7-4, J.R.Russo, LLC**

Mr Ostop made a motion, second by Ms Glew to approve Invoice #2108-7-3 payable to J.R.Russo, LLC in the amount of \$1,045. Motion carried unanimously.

Mr Ostop made a motion, second by Ms O’Neil to approve Invoice #2018-7-4 payable to J.R.Russo, LLC in the amount of \$1,072.50. Motion carried unanimously.

**11. Old Business**

None

**12. New Business**

None

**13. Next Meeting Date**

The next meeting will be December 10, at 2pm in the Library’s Program Room 2. Subsequent meetings will be the 2<sup>nd</sup> Monday of the month at 2pm through April 8 in Program Room 2. Those dates are: January 14, February 11, March 11 and April 8.

**14. Adjourn**

Mr Ostop made a motion, second by Ms O’Neil to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 3:00pm.

Respectfully submitted,  
Lisa Karim

