

**Library Building Committee Meeting**  
**Wednesday, August 28, 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 and Marianne O'Neil. Tom Roy arrived late

**Butler Rowland Mays Architect Representative:** Meghan Brennen via phone

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

**Absent:** Tolly Zonenberg and Lauren Miller

**1. Public Audience – None**

**2. Minutes – July 31, 2019**

Motion by Mr. Ostop, seconded by Mr. Kelly to accept the minutes of July 31, 2019 after noting that the Rockwell Quotation of \$38,313.00 should have been better documented; noting quote #078168. All approved and the motion carried.

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

Mr. Shea noted that \$260.00 was added for remounting the projector screen on the wall because of conflicts with the architectural wall trim.

Mr. Russo noted that the final payment for landscaping is due.

Mr. Shea made a motion, seconded by Mr Ostop, to approve additional sprinklers in the Storage Room not to exceed \$2,000.00. All approved and the motion carried.

Mr. Ostop made a motion, seconded by Ms. Glew, to approve the purchase of a plaque not to exceed \$1,000.00. All approved and the motion carried.

The millwork glasswork has been installed. Much progress has been made, the art displays are coming tomorrow.

**5. Review of Project Schedule**

Mr. Russo is reviewing wage certificates. Warranties have been submitted. HVAC and Control documentation is missing; he needs to obtain copies of these. The next month or two final payment will be requested. Need confirmation from the GC. The Punch List is not done yet, hope to achieve this in the next two to four weeks. Mr. Shea does not feel that the project is at the final payment step. HVAC has issues, trying to get that rectified.

The Book Sale committee will be out of the room by 9/10/19.

A Ribbon Cutting ceremony is scheduled for Sunday, 9/22/19 at 1:30 p.m. There is a music program scheduled for 2:00 p.m.

Mr. Ostop commented that the painting, millwork and trim needs to be viewed during the final walk thru; Mr. Shea will take another look at the painting.

## **6. Review of Project Technology Status**

All of the AV equipment is installed. The screen can't be used until the book sorting is completed. Need to schedule a training date for one session. Mr. Shea will schedule for the week of 9/10. Mark needs to install some equipment first. Also questioned if cables can come out of the floor covers for the podium.

## **7. Furniture, Fixtures and Equipment (FFE) Status**

Ms. Brennen reported that this is all set, bills are paid, podium is in, tables and chairs are all ready to go. She will work with Ms. Karim to get the signs up.

## **8. Review and Approval of Invoices**

Sarazin Invoice P#18-05 in the amount of \$26,338.16. Mr. Ostop questioned if this should be paid since it was a last minute bill. Committee is still withholding \$33,062.15. Motion by Mr. Ostop, seconded by Ms. Glew to pay the invoice in the amount of \$26,338.16. All approved and the motion carried.

Rockwell Invoice #39092 in the amount of \$38,313.00. Mr. Orenstein requested that money be held back, after discussion it was decided to hold back \$2,000.00. Motion by Mr. Ostop, seconded by Ms. O'Neil to pay \$36,313.00 to Rockwell for Invoice #39092 with the remaining \$2,000.00 to be paid after training is completed. All approved and the motion carried.

Motion by Mr. Ostop, seconded by Mr. Orenstein to pay D.W. Burr Invoice #21266 in the amount of \$3,294.25. All approved and the motion carried.

## **9. State Library Grant Matters**

Mr. Shea reported that he submitted an Application for Payments 1 and 2 under the grant agreement.

## **10. Old Business**

The Building Management System is not working properly, it is still under warranty. Ms. Brennen will follow up with Sarazin.

Mr. Ostop started a dialog regarding Sarazin and the status of the work to date. Mr. Shea will call Sarazin and outline the committee's position and follow up with a certified letter giving them a drop dead date.

## **11. New Business**

Mr. Shea has an occupancy sign that needs to be installed.

## **12. Next Meeting Date –**

The next meeting will be held on Wednesday, September 25, 2019 at 1:30 p.m. in the Tariffville Room.

Mr. Blume adjourned the meeting at 1:46 p.m.

Respectfully submitted,

Sue Mazurski  
Library Admin Secretary