

## Library Building Committee Meeting

Wednesday January 10, 2018, 1:00 Program Rm 2

In attendance: Dave Blume, Mark Orenstein, Rick Bazzano, Jeff Shea, Francis (Bud) Kelly, Tim Mulcahy, Marianne O'Neil, Paul Mays, Meghan Brennan, Tom Roy, Charmaine Glew, Lisa Karim

Dave Blume convened this meeting at 1:00 and stated that Dick Ostop, Bridgett Herzog, and Lauren Miller were unable to attend due to scheduling conflicts. There were no questions raised regarding the minutes from the last meeting. Marianne O'Neil made a motion, seconded by Charmaine Glew to accept the minutes and the motion carried unanimously.

### Public Audience

- Mark Orenstein brought up the topic of audio systems for the new space and the need for them to be compatible among all town buildings, updated, and the need for an assisted audio system that is ADA compliant for seniors using the new program space.
  - Mark Orenstein also discussed an SCTV grant application for 2 zoom cameras, controlled PC, iPad, and PowerPoint capture, this has been proposed through an Ensign Bickford Foundation grant and the status should be known within the next few months. This system would be for the Program Room and the new program space, would be identical to that of Town Hall, and volunteer/library staff training would be needed. It was emphasized that device types should be consolidated, and technology needs will continue to be reviewed as the lower level improvement project continues.
1. Review Design Development Documents
    - Marianne O'Neil requested that the back storage area be referred to something other than the Friends Space.
    - The Design Development (DD) set represents an informal presentation meant to allow the Building Committee to see 3D details of the project's demolition and renovation. The DD set is needed before bidding and construction and allows for decisions (i.e., technology) to be worked out before the Construction Document. The DD set is not the final document sent to bidders. Currently, it is about 70-75% developed. It was emphasized that using local engineering firms is preferable. Paul Mays requested a list of local engineering firms from Jeff Shea. he need to talk to code enforcement before the Construction Document was discussed.
    - The first page showed existing conditions and the demolition plan. Community room 022 has been altered to allow for passages and a masonry opening to the new space. Architectural and structural changes include the removal of door 023 and removal of storage framing. The 048 double doors leading to the new space allow a more open look and the importance of quality finishes for a public space were emphasized. Galleries have changed to accommodate the new space (i.e., a removed display case and new display cabinetry) to create a gallery feel as opposed to simply a hallway to a back room. A new weather-lock vestibule was created as well as new table/chair storage. The 045 and 046 double doors were discussed, including an alternate barn door option. This would be between the regular and sorting areas of the space, and images of this option were passed around. The choice of shaded glass to allow added light though these doors was discussed. Having the barn door option would eliminate

some gallery space but would also create its own architectural element. The barn door option could be an alternate/upgrade cost and is worth discussing further. There will be outlets throughout, ceiling mounted projector at the midpoint of the room, another WiFi drop needed, and audiovisual system in cabinetry to allow for thumb drive use by presenters. Seating arrangements, layout, and storage will be discussed further as well as the issue of insulating concrete walls in the rear space.

- The second page showed the reflected ceiling plan of 2X2 grids and the proposed lighting improvements. Lighting improvement needs of the rear space and accent lighting in the meeting space will be discussed further. Lighting should be as energy-efficient as possible, LED lights are a good option because they last longer, and color index information is needed. This page also showed renovations in the restroom and storage space. Sprinkler, smoke detector, and mechanical systems were also shown and existing systems will need to be checked for expansion capacity.
- The third page showed the beginning of a finish plan. Floor finishes will be discussed further, particularly for the rear space. Tile sizes, spaces, and grout color will need to be considered, and large tiles seem to be a good option. The flooring for the rear space will need to accommodate a pallet lift and could be either concrete or the vinyl flooring consistent with the rest of the space (a sample of which was passed around), and this will be discussed further. Flooring needs should account for acoustics and softness for presenters.
- The fourth page showed interior elevations. The display cabinets in the entry and the walls were discussed. To be updated further.
- The fifth page showed the room finish schedule for contractors.
- The sixth page showed the door schedule, i.e., frames, what they would look like, built into walls.
- The seventh page showed coordination of structure/framing. This includes acoustic insulation and piping. It was discussed that door 025 should be eliminated.

## 2. Review of Project Technology Needs

- Topics discussed included cable requirements, IT department bid-out to vendors, the need to contract vendors from the state for audiovisual needs, thickness of the room and projector placement, and the 2 65-inch monitors that will be connected to computer cabinet. Projectors should have wireless connectivity and also be hard wired to allow for presenter flexibility (i.e., HDML cables, flash drives). Ease of projection and safety issues for presenters as well as color schemes for streaming should be emphasized. The cabinet on the east wall as well as having a small cabinet in front by the mechanical room were discussed. To be discussed further.

## 3. Review of Project Schedule

- The project schedule is attached to these minutes.
- No changes from last meeting.
- The project is currently operating on schedule.
- The need to meet to discuss any changes before the Construction Documents are complete was discussed.

## 4. Status of CT Library Grant

- The request was made to be added to the bond commission agenda but has not, to our knowledge, yet been added.

5. Construction Timeline and Considerations
  - Already discussed in item 4; no changes made.
  - The schedule shows sequence logic in that interior work is planned for winter months.
6. Old Business
  - None to report.
7. New Business
  - None to report.
8. Adjourn
  - Dave called to adjourn the meeting and the motion was approved. Dave also proposed the **next meeting date of Wednesday February 28, 2018 at 1:00 with a backup date of Wednesday March 7, 2018 at 1:00, which were approved.**

*Notes prepared by Elizabeth Collier*