**MINUTES**

**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting**

**Thursday August 11, 2022**

**7:00 PM**

**New Library Circulation Area**

**HYBRID MEETING – VIA ZOOM AND IN-PERSON**

Members present: Jim Russo (Chairman), Maggie McCaw (Vice Chair), Cathe McCall **Z**, Linda Wallace **Z**, Lisa Matson, Vin Shea, Julie Culp

Also present: Matt Earls, (Library Director); Kevin Lipe **Z** (Architect), Harshitha Adapala STV **Z** (Owner’s Project Manager); Kevin Cwikla **Z** (First Selectman).

1. **Call to Order**

The meeting was called to order by Chairman Russo at 7:00.

2.0 Public Comment: None

3.0 Minutes

2.1 Review and Approve Minutes of Special Meeting of July 29, 2022.

**Motion to accept the minutes by Maggie,second Julie, Motion Passed 6-0-1 (Vin).**

4.0 Old Business:

4.1 Jacunski Humes Architects Report

a) The building opening will be next weekend, but there are a couple of things that need to be accomplished still by the GC.

b) There are electrical panels that need to be labeled and there has to be an elevator key to be inserted in the Knox Box. (James will place one.)

c) The fire dept. has a Knox box key. Fire Marshall requests that an annunciator key, Elevator Key, Map for the individual devices and a master key be placed in the exterior box.

d) Kevin will prepare these map and including the attic. We need to rename the vestibules. We can’t have two. Matt wants to go over the map with the fire dept.

g) Punch list inspection can only happen with elevator approval (needs key); the missing downstairs electric panel and labeling is completed. When the orginal review was done, the wiring is in a temporary set-up instead of a permanent one. Finally, we need the sign off from the fire department.

h) Directories not done and upper electrical trough is open.

i) We will see where we stand—no cupola yet, but that isn’t keeping us from having the grand opening.

4.2 Owner’s Project Manager’s (STV/DPM) Report

a) We will expedite the inspection next week. The dates are the same for the cupola and precast concrete caps. They will be in the end of the month or in September.

b) If the cupola is coming Thursday or Friday of next week, our Board prefers to commence installation the Week of 8/22. James Sita will have to make sure the cupola is not stored here.

4.3 Library Relocation Update (Matt Earls)

 a) All books’ upstairs are unpacked

 b) Bibliomation is coordinating the data based.

 c) Doing well but there is a lot of work remaining. Books will be up, not in alpha order.

 d) 9:00 AM tomorrow meeting with Town Planner. re: the opening day layout.

 e) The weathervane will be mounted on something to be on display at the event.

 (Not on the railing.)

 f) Additional items are needed in the library can wait until after the grand opening.

 g) Bounce house needs power. Jim advised Matt to prepare for Temporary Power.

4.4 Communications from Board of Selectman/Town Officials

a) This past week, the holiday tree was relocated closer to route 87. Jim Stated that additional Costs will be required.

b) Per Selectman, we will add more shrubs to stop some of the lighting intrusion to the church and resident. Jim is going to wait until the fall when there is more water.

c) Per Selectman, we will obtain a cost proposal for the masonry repairs for the western side of the wall.

d) We are going to completly reseed the lawn around the library. This will wait until after the holiday tree is planted. (The tree should have a warrantee.)

5.0 New Business

 5.1 Discuss and Act Upon proposed Contract Change Orders from J A Rosa, LLC

 None Presented.

5.2 Other Business:

 a) We will be installing the cupola after the grand opening, but before seeding.

 b) Maggie: It’s a maintenance nightmare to grow lawn around the air conditioning units at the West Elevation.

 Suggestion: Stone and fabric with only a strip of lawn to keep away the weeds.

Frame the flower pots. Jim commented that we have to submit to the Village Green Business Design Review Board and then to PZC. Maggie also a screen around mechanical pads that doesn’t abut the building.

c) Matt did undertake revisions to existing Metal Bookshelves. We are in need of Two Canopy Wood tops. Costs are $1,023 from PSI to obtain and install the canopy tops.

**Motion to purchase two canopy tops from PSI for $1,023 made by Maggie, 2nd Vin.**

**Motion passed unanimously.**

d. The Exiting Orange Base Brackets and Shelves in the children’s section are unattractive. Costs for new shelfs that match color is $2,833.20. (Difficult to find electrostatic paint Vendors anymore.)

**Motion to purchase replacement base brackets and shelves for the children’s area from PSI for $2,833.20 made by Vin, 2nd Maggie.**

**Motion passed unanimously.**

e. Curved couches will not be here by opening day because they weren’t ordered on time due to the fault of the Vendor.

f. Cathe is still concerned about the treehouse being so close to the ceiling and the steepness of the stairs. Suggestion to put grippy tape on the steps. Matt will expedite.

Suggestion to only allow little students on the tree house so they will not handle the vent.

g. Jim mentioned the rock plaque commemorating Hugh Trumbull Adams’ donations to the town along the walking path. Jim recommends to relocate this monument to be better appreciated. Something to think about relocating forward to the new Entry Drive. It’s really the selectmen’s decision.

1. Review and Approval of Invoices.
* Invoice #13 from JA Rosa, LLC for work thru July 31,2022 **$311,372.13** (99% completed).

**Motion to pay made by Maggie, 2nd by Vin. Motion approved unanimously.**

* Invoice # 22242 from Jacunski Humes for work thru July 31, 2022 **$3,875**

**Motion to pay made by Maggie, 2nd by Vin. Motion approved unanimously.**

* Invoice # R2021Z-277-6 from FST-HEA, LLC for professional services from July 2 – July 29, 2022 **$3,879.00**

**Motion to pay made by Maggie, 2nd by Vin. Motion approved unanimously.**

* Invoice #120-17724-22 from W B MEYER for storage and moving $23,973.55

**Motion to pay made by Maggie, 2nd by Vin. Motion approved unanimously.**

* Invoice #July 13, 2022 from Seton for signage $193.73.

**Motion to pay made by Vin, 2nd by Maggie. Motion approved unanimously.**

* Invoice #8132 from **PSI $8,372.32** for the end panels and canopy tops.

**Motion to pay made by Maggie, 2nd by Vin. Motion approved unanimously.**

* Invoice #8131 from PSI for octagonal tables for $22,855.00

**Motion to pay made by Maggie, 2nd by Vin. Motion approved unanimously.**

* Invoice #10006 from Insalco for Materials delivered to site (chairs and tables). $**15,831.34**

**Motion to pay made by Vin, 2nd by Maggie. Motion approved unanimously.**

7.0 Adjournment (Next meeting Thursday, 8/24/22)

**Motion to adjourn made by Maggie, 2nd by Vin. Motion approved unanimously.**

Meeting adjourned at 8:01.

Respectfully Submitted,

Lisa Matson, Secretary