**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting Minutes**

**Thursday, April 14, 2022-7 PM**

**TELECONFERENCE BY ZOOM**

Members present: Jim Russo (Chairman), Maggie McCaw (Vice Chair), Cathe McCall,Julie Culp,Berkeley Nowosad, Lisa Matson

Also present: Matt Earls, (library director); Kevin Lipe (Architect), Harshitha Adapala STV (Owner’s representative)

1.0 **Call to Order**

The meeting was called to order by Chairman Russo at 7:02.

2.0 Public Comment: None

3.0 Minutes

3.1 Review and Approve Minutes of Regular Meeting of March 23, 2022.

**Motion to accept the minutes by Maggie,Second Lisa, Motion Passed 4-0-2.**

4.0 Old Business:

4.1 Jacunski Humes Architects Report

a) Project is moving along very well. Things are ordered and being installed.

Project is looking good.

b) We will be discussing the cupola tonight.

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

1. Things are going great
2. Painting done in basement
3. Interior HVAC units being installed
4. Site Related Sidewalks finished on the outside
5. Ceiling Trim is completed.

F) Everything is going great.

4.3 Communications from Board of Selectmen or other town officials.

1. Formal Approval of FFE Quotations in the amount of $67,515.17

Approved by the Selectmen at their last meeting.

We are authorized not to exceed 69,000. Quotes have been signed and sent out. Our town doesn’t do purchase orders, only contracts.

The vendors want verification in writing from the town.

Deana: The state contract requires a real purchase order for not leaving a deposit of a third.

Maggie suggests to pay the deposit.

Or: they will send a bill which much be paid by 30 days. They will charge a late fee if it isn’t paid.

Can we get a PO number? Then we won’t have to pay until delivered.

**Motion to pay INSALCO $20,922 as a 33% deposit by Jim, 2nd Julie**

**Passes unanimously.**

1. Formal Church Approval of Proposed Site Improvements along Property Line

The church had no issue with our sketch of the proposed site improvements. We are going to repairing the walls next to the library. We are expediting a price for the capping of the wall. Our mason may not submit a proposal to repair, but he will replace it.

We will also look into a new walkway from the monument to the front. Jim anticipating Costs Proposals for our next meeting.

1. Formal Town Approval of Church’s Footing Drainage Piping within established Easement.

Jim was informed by the Town that the piping needs to be installed. The Town approved the price from the general contractor and will be paid for separately from the library building project.

5.0 New Business

5.1 Discuss and Act Upon Added Services for FFE Design/Procurement re: 4 D design & decorating LLC.

We have procured $156,000 dollars of FFE. Per our committee direction during the Design Phase, Deana based her proposal on a FFE budget of $5,0000. She requests an additional $2,500 for Added Services.

**Motion to pay the additional $2500 made by Maggie 2nd by Jim.**

**Passes unanimously.**

5.2 Discuss, Review and Possibly Act Upon Exterior Site Improvement Revisions.

a) Kevin Lipe reviewed the proposed Site Revisions along the most South Elevations of our Project. Scope of Work includes Cleaning existing Brick Walk up to the Trumbull monument, extension of New Brick Walk up to area of Community Center Sidewalk, Masonry Restoration of the Two Masonry Knee Walls at the East Elevation, Misc. Shrub Removal and Masonry Restoration of the two higher Masonry Wing Walls at the Southwest Area of our Site.

Per Kevin, awaiting a quotation from ROSA.

5.3Discuss, Review and Possibly Act Upon Cupola Design and Preferred Weathervane.

The copper flashing adjacent to the existing Cupola has already been put in. The plan is to remove the old cupola and put a new one onto the roof. It will be maintenance free.

Price and proposal should be ready by the next meeting.

Weathervane: What do we want? Slug with a vest? Coppersmith in Guilford is working on a turtle for another Client for $5000. A Custom one—an owl? We need a large size.

Jim commented that a Weathervane will be $1500-$2000.

Kevin recommends West Coast/East Coast Weathervanes. Julie will head up this topic.

The weathervane at the church is a pattern, the town hall has a horse and buggy, the historical society has an eagle.

We want to finalize it at the next meeting.

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

**PCO #31 Phase II Site Lighting**

a) Extreme hard ships for the added lighting and wiring.

Original proposal was a cost of $2,200 increase. Team negotiated to $728.00

Maggie, Jim and Kevin have looked at it, and feel that there are some reasonable hardship costs.

**Motion to Accept Proposed Contract Change Orders (# 31) from J a Rosa, LLC.**

**made by Jim, second by Maggie. Motion Passes 6-0-0**

5.5 Other Business

a) Jim reviewed with attachment that $152,000 remains in our construction budget as of tonight.

6.0 Review and Approval of Invoices.

* Invoice Application #24226 from STV for Professional Services in March, 2022 in

the amount of $8,489.77

***Motion to pay by Maggie 2nd by Julie. Motion passed unanimously.***

* Invoice Application #9 work from J. A. Rosa, LLC for $246,685.31 through 3/31 (63% of

the project).

***Motion to pay by Maggie 2nd by Julie. Motion passed unanimously.***

* Invoice #22096 Jacunski Humes for Professional Services up through March 31 for

$3,875.00

**Motion to pay by Maggie, second by Julie. Motion Passed unanimously.**

* Invoice #22097 from Jacunski Humes for Site Contract Administration Services in March

$1,000.00

**Motion to pay by Maggie, 2nd Julie. Motion Passed unanimously.**

* Invoice 32 JTL-FFE-2 from 4D Design and Decorating, LLC for base bid $1000 by 3/31/31

**Motion to pay by Maggie 2nd Julie. Motion Passed unanimously**.

* Invoice Additional Services #1 from 4D Design and Decorating, LLC for additional

services for $2,500.

**Motion to pay by Maggie 2nd Julie. Motion Passed unanimously**.

* Invoice 031812 WB Myer for $1,353.60 Monthly storage fee for March, 2022.

**Motion to pay by Maggie, 2nd Linda. Motion Passed unanimously.**

7.0 Adjournment

Next meeting Wednesday, 4/27/22, Zoom at 7 pm.

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

Respectfully Submitted,

Lisa Matson, Secretary