**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting Minutes**

**Wednesday, April 27, 2022-7 PM**

**TELECONFERENCE BY ZOOM**

Members present: Jim Russo (Chairman), Maggie McCaw (Vice Chair), Cathe McCall,Linda Wallace, Lisa Matson, Berkeley Nowosad, Julie Culp (7:03).

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 7:00.

2.0 Public Comment: None

3.0 Minutes

2.1 Review and Approve Minutes of Regular Meeting Wednesday, April 14, 2022.

**Motion to accept the minutes by Maggie,Second Cathe, Motion Passed 5-0-1.**

4.0 Old Business:

4.1 Jacunski Humes Architects Report

1. Kevin: Nothing new to report—all is going well.
2. Weathervane will be later discussed in the Meeting.

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

1. Things are going smooth
2. Working on installing interior glass and exterior doors.
3. Working on the tiling and waterproofing of walls.
4. The exterior Grading and Backfill on the outside look good too.
5. No real issues. All is well.

 4.3 Communications from Board of Selectmen or other town officials.

1. None since the last meeting.

5.0 New Business

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

 a) James from Rosa doesn’t have the final numbers yet. Jim is hoping to get them soon (by next meeting).

5.2Discuss, Review and Possibly Act Upon Preferred Weathervane.

1. Julie: happy to have a weathervane without directionals.
2. Majority seems to be for the “cow over the moon.” What does the size have to be?
3. West coast weather vane and weathervanes.com have different variations.
4. Board concluded that a clear finish on the is preferred. The “cow jumping over the moon” is the choice.
5. Design Team Previously reviewed and recommend approval.

**Motion to make the cow jumping over the moon (3ft size) with a clear coat and a stainless-steel rod along with items needed to install it to withstand winds of 100mph (from Bar Harbor Weathervanes) our first choice made by Jim, second by Linda. Motion Passes unanimously.**

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

None.

5.4 Discuss and Review Grand Opening Ceremony of new facility.

1. Matt spoke to Kevin and Bernie and consensus was that the Grand Opening will be on August 20.
2. The Building Committee is asked to pay for the reception. Coffee and Donuts?

This is still tentative.

1. Jim is concerned that we are waiting for the shelving and furniture and no Shipping Date has been established.
2. The new phone system is in the warehouse awaiting an installation date.
3. Jim has asked Deanna to find out the shipping dates of the FFE.
4. Matt: We need signs on bookshelves. Each $1 sign takes seven minutes to install, and that’s where the cost is.

The friends shouldn’t have to pay for the picture hanging equipment. Matt can order it, and the contractor install it. Kevin suggests that there needs to be a sketch so we don’t buy too much.

Cathe: The metal bracket is going to look awful.

Jim: We have to avoid the Mechanical Equipment/Electrical Devices and Life Safety Devices that are built in already.

Maggie: Picture rail needs to be coordinated with Kevin. Someone needs to know where the preferred wall for Pictures is located.

Jim: Does it have to be painted to match the walls?

Matt: I need to have someone with experience to figure it out.

Kevin: We will be able to figure it out in a couple of months.

Maggie and Matt will review existing wall conditions at next week’s job meeting.

5.5 Discuss, Review and Possibly Act Upon Technology Purchases by Owner.

 Matt listed out the tech request: ***$1,197.99*** 82" TV

*$119.99* Bracket

$1000 OWL

$230 X 6 each

24"monitors

230, 230 230 230 230

$425 Mini Desktop

$425 Mini Desktop

$425 Mini Desktop

$425 Mini Desktop

$425 Mini Desktop

$425 Mini Desktop

$275 UPS Switch

$232 POE Switch

$572 Switch

$1224 iMac

$1403.36 **book drop 38” tall** **cart**

$1403.36 book drop cart

**Subtotal: $11,357.70**

Jim recommends that we review the UPS Switch/POE Switch with our electrical engineer. I do not want to duplicate equipment within the Server Room.

Matt wants requests Tech. from Bibliomation to be on site for two days assisting with the relocation. 16 hours@ $70/hour = $1120.

**Total is $12, 477.00**

Discussions: Cathe: Do we need these computers?

Matt: Yes-Our computers are from 2016 and are running Windows 7.

Cathe: We generally get this paid for by TIP.

Berkeley: It isn’t guaranteed. We should have the newer computers.

Linda: Will there be a TV in the kid’s room?

Matt: Not at this time.

**Motion to authorize Matt Earls per email of 4/24 to purchase technology equipment for the library not to exceed $13,500 by Jim, 2nd Maggie. Motion passes unanimously.**

Kevin: Let’s double check the size of the book cart before you order.

Matt: OK

5.6 Other Business:

Discussion:

Julie: We should have furniture in before the Grand Opening.

Matt: We are supposed to have the CO on July 1st.

Jim: There is still a lot of items that need to be delivered and install in July and early August. My opinion is that the 8/20/22 date is tentative until all FFE/Technology is installed.

Matt: We haven’t received a schedule for when the fabrication and shipment of everything.

Jim: I will review with Deanna next week.

 Catherine: Could there be a walkthrough for the Library Trustees?

Jim: I will talk to James to see when we can schedule.

6.0 Review and Approval of Invoices.

* Invoice #R2021Z-277-3 from Horizon Engineering for Commissioning Agent Services in

the amount of $1,397.00 (47% done)

**Motion to pay by Linda, 2nd Julie. Motion passed unanimously.**

* Invoice #8317 from Waller, Smith and Palmer for Legal Services dealing with the State

DOT in the amount of $675.00.

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

7.0 Adjournment

Next meeting Thursday, 5/12/22, Zoom at 7 pm.

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

Respectfully Submitted,

Lisa Matson, Secretary