**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting Minutes**

**Wednesday, March 23 2022-7 PM**

**TELECONFERENCE BY ZOOM**

Members present: Jim Russo (Chairman), Maggie McCaw (Vice Chair), Cathe McCall,Linda Wallace, Vin Shea, Julie Culp, Chris Darrow

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

2.1 Review and Approve Minutes of Regular Meeting Wednesday, March 10, 2022.

**Motion to accept the minutes by Maggie,Second Cathe, Motion Passed 6-0-1.**

4.0 Old Business:

4.1 Jacunski Humes Architects Report

1. No outstanding RFI’s or Shop Drawings on the Table
2. Day to day activities on site are moving right along.

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

1. Interior Improvements are ongoing.
2. Exterior site work is commencing this week.
3. New Stairs have been delivered on Site and will be installed for this Saturday walkthrough.
4. Everything is going great.

 4.3 Communications from Board of Selectmen or other town officials.

1. Jim reviewed a new Sketch from the Town expressing a decision between the Town and Church regarding the Footing Drain that did not previously exist. A new 6” PVC Pipe will be installed by Others from the Church’s east side property lie into the DOT Catch basin on Rt 87. Jim commented that possibly the Town would install this 135 lf of piping and remove the abandoned lines, since it was not a component of our Project. Jim did request the DPW to schedule this Work ASAP but has not been informed of any schedule. J A Rosa Supt did receive this Sketch and stated that it would not be an issue if undertaken next week. Maggie stated that this Work was mutually agreed upon with the Church and Town. Maggie also stated that when the Easement was established, the Town retained responsibly of this Line.

5.0 New Business

5.1 Discuss, Review Act Upon Exterior Site Improvements Per Drawing SKS-2.

 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. Jim also added that a new Pre-Fabricated Cupola should be estimated to replace the existing unit that was designed to remain.

**Motion to expedite additional cost proposals from J A Rosa, LLC.**

 **made by Vin, second by Julie. Motion Passes 7-0-0**

5.2Discuss and Act Upon Proposed Contract Change Orders from J a Rosa, LLC.

**PCO #30 Additional Sand Fill at footprint of relocated Leaching Field in the amount of $2,165.45.**

1. Design Team Previously reviewed and recommend approval.

**Motion to Accept Proposed Contract Change Orders from J a Rosa, LLC.**

 **made by Vin, second by Maggie. Motion Passes 7-0-0**

 5.3 Discuss and Possibly Act Upon Furniture/Library Book Shelf Proposals

1. Matt reviewed Bids for the remaining Furniture/Chairs, items by item. There remain a few questions that need to be resolved with our Designer. Jim recommends that our committee approve a not to exceed amount in order to finalize a Purchase Order prior to March 1.

**Motion to enter in Contract for remaining FFE at a “not to exceed” costs of $69,000.**

**Motion to accept by Maggie, second by Vin Shea. Motion passes 7-0-0.**

5.4 Other Business

 a) Linda Questioned the height of the exterior Book Drops at the Main Entry Way. Kevin

 Lipe responded that he will review the approved shop drawing and review ADA code for

 Compliance.

1. Catherine Questioned the amount of our FFE Budget. Jim Stated $150,000.00
2. Samples of Chairs will be available for the “Sit Test” at our Saturday review of the Project.

6.0 Review and Approval of Invoices.

* Invoice Application #204068 from STV for Professional Services in February 2022 in

the amount of $8,670.99.

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

* Invoice #9201 from Megson Heagle & Friend for Professional Services from 10/23/21

Until 3/11/22 in the amount of $14,023.75.00

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

7.0 Adjournment

Next meeting Wednesday, 4/14/22, Zoom at 7 pm.

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

Respectfully Submitted,

Matt Earls, Library Director