**AGENDA**

**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting**

**Thursday April 8, 2021 – 7 PM**

**TELECONFERENCE BY ZOOM**

Members present: Jim Russo (Chairman), Maggie McCaw, Lisa Matson, Vincent Shea, Julie Culp, Berkeley Nowosad, Cathe McCall, Linda Wallace

Others present: Matt Earls (Library Director), Jason Nowosad

1.0 **Call to Order**

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

2.0 2.1 **Consider and act upon the Minutes from March 24, 2021 Regular Meeting.**

Cathe moved, Maggie 2nd Discussion: none Passed **8-0-0.**

2.2 **Consider and act upon the Minutes from March 29, 2021 Special Combined Meeting with the Board of Selectman and Board of Finance.**

Linda moved, Julie 2nd Discussion: none Passed **8-0-0.**

3.0 **Correspondence:**

3.1Board of Selectman:

a. At this week’s Board of Selectman meeting, they voted to formally withdraw the Library Grant from the state. The Board recommends that the committee reapplies for the grant.

We need to have a Notice of Intent submitted by June 30th. Selectman voted and approved that direction. The Library Board of Trustees needs to have a strategic plan and a technology plan developed. Then the State Library Commission will judge if we can move forward to the next step. The formal application is due September 1st and the State Library Board will vote on it in November and inform us in January 2021 if Town will be awarded a grant.

b. The Board of Selectman did confirm that our Library Committed has the authority to spend up to the approved referendum amount of $5.8 million, per Jim Russo’s inquiry.

c. Ongoing Question is if the Town don’t seek Grant from the state, will SHPO be a part of the approval process? According to Jim Russo, the Town Attorney is investigating this exact question. We should have a formal answer within a week.

4.0 **New Business**

**4.1 Discuss and Act Upon approval of Phase II Archeological Reconnaissance Survey with Yantic River Consultants LLC.**

a. The first survey was a request from the Historical Society. This second survey is related to reconnaissance of the specific excavation areas of the Septic Tank, trenching from the septic tank and area of proposed leaching field. SHPO requested it. This will confirm that this project has no impact on the archeological value of the property.

**Motion to enter into contract with Yantic River Consultants LLC for $3000 for Phase II Archeological Reconnaissance Survey by Vin, 2nd Cathe** Passed **8-0-0.**

4.2 **Discuss and Act Upon the re application of the Grant to the State Library Commission.**

a. The first phase is a letter of intent. It will not take a lot of time to write and the letter will get us on the list. The letter needs to come from the JTL Library Board of Trustees.

**No action.**

4.3 **Discuss and Possibly Act Upon new posted media update of Project’s Progress.**

a. The Board of Selectman recommend that we update the Town Residents on the progress of the project. (Lebanon Life, Library Website, Town Website). This will be adequately informing the town. We can have an update every other month to keep the information correct.

b. The resident newspaper article was misleading since it didn’t say anything about reapplying for the grant.

 **No action.**

4.4 **Discuss and Act Upon commencement of Formal SHPO #106 Submission to State.**

a. The chairman is waiting for direction from the Town Attorney to inform us if these application needs to be prepared. SHPO #106 is 48 pages long and very involved.

 **No action.**

4.5 **Other Business**

a**. Annual Town Meeting**. The chairman will prepare an update and answer questions during the Annual Town Meeting is questioned by residents.

b. **Septic field design** of the second submission to Uncas Health is approaching completion. Our Civil Engineer should be completed by the end of this week. The septic tank will be north of the proposed parking spots.

c. **Church’s Leaching Field**. We have to protect the church’s leaching field previously installed on the Church Parcel during and after construction phase. There is an easement in favor of the Church for our access to this area.

d. If Uncas Health approves the septic field design, we can move forward with a building permit application. We need signatures from Uncas Health, Fire Marshall, Zoning, Building Manager. The Uncas Health requested the landscape design to confirm that no site improvements interfere with the church’s septic/leaching fields. SHPO is not involved with this topic.

e. Additionally, a building permit can be obtained (with finalized septic and preliminary site designs), BOS could expedite the contract to the Builders and Moving Firm. Town would need to issue a Letter of intent by May 25th.

f. **Grant Requirements**: If we obtain a new grant, we need to comply with SHPO’s requirements. If not, we will need to comply with the Land Ownership agreement in which the Historical Society has input.

g. **Costs of Construction**: It will be cost ineffective to obtain the grant/SHPO Requirements due to costs escalation within the next 2 or 3 years. At least $600,000 per Jim Russo.

h. **Updated Budget**: Jim Russo has compiled costs to date and with an award to J A Rosa Construction & M B Meyer Inc, estimated costs for completion is $5,275,000. This includes a 10% of hard and soft cost contingency fund. Jim will forward budget analysis to all members. This budget is dependent on the issuance of Notice to Proceed by May 25, 2021.

i.We will schedule a Special Meeting at 6 pm on April 15th to review status of Project.

5.0 **Old Business:**

5.1 **Status of Formal Decision from SHPO and State of CT Attorney General Office related to Parking Scheme.**

 No change.

5.2 **Status of Site Development Drawings.**

We have the site septic design completed shortly. Additionally, these plans will have to go back to the Design Review Board as well as planning and zoning.

6.0 **Review and Approval of Invoices**

6.1 **Legal Fees**: Board of Selectmen have requested that the Library Building Project be responsible for legal fee’s related to Contract review, SHPO discussions and Uncas Health dealings. The Town has already paid them and this will just be an internal journal entry. These Legal fees (Thru Feb. 2021) compile $19,655. Vin Shea requested that our members obtain a copy for further discussion. The chairman will transmit to all this evening. To be reviewed at a later meeting.

 **No Action**

6.2 #970001-02 Yantic River Consultants LLC **$**1,030.00 Completion of Phase I Archeological March 5, 2021. Includes submission to SHPO and Historical Society.

**Motion to pay Maggie, 2nd Linda** Passed **8-0-0.**

6.3 # 8893 Megson, Heagle and Friend, for Civil Engineering services $9,805.

**Motion to pay Linda, 2nd Vin** Passed **8-0-0.**

6.4 #21076 Jacunski Humes Architects LLC, $2,012.50 Preliminary Landscape Design.

**Motion to pay Julie, 2nd Linda** Passed **8-0-0.**

7.0 **Public Comment: None**

8.0 **Adjournment**

 **Motion to adjourn by Cathe 2nd by Linda. 8-0-0.**

Respectfully Submitted,

Lisa Matson, Secretary