**MINUTES**

**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Special Meeting**

**Thursday February 25, 2021 – 7 PM**

**TELECONFERENCE BY ZOOM**

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

Others present: Matt Earls (Library Director), David Aiudi), (IMTL, Inc. Brian Humes (Jacunski Humes Architects), Kevin Lipe, (Jacunski Humes Architects).

1.0 Call to Order

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

2.0 Consider and act upon the minutes from February 11, 2021 Regular Meeting.

Maggie moved, Julie 2nd Discussion: 5.6 Special meeting should read—“**25th”**

Motion to approve as amended made by Maggie, 2nd by Julie. Passed 7-0-0.

3.0 Correspondence:

3.1 Board of Selectman None.

4.0 General Contractor Bids

4.1 Review Bids as Opened and Recorded at Special Meeting of Today at 3PM.

4.1. a 16 Bids were submitted. Jim Compiled a Spread Sheet of the bids. Brian Humes reported very active discussions during Bid Phase. There were numerous questions, especially regarding Site Development. Kevin Lipe prepared three addendums. The Board extended thanks to Kevin for his efforts in the Past Month. The bid results are very competitive and reflect outstanding Bid Documents.

4.1.b Not included in the Bids: Site Development Costs, Furniture, Fixtures and Equipment, Technology, Library Moving and Storage, Owners Project Manager (OPM) and Material Testing.

4.1.c Point of order by Maggie: No bid discussions regarding Firm names. Next step, interview the lowest five bidders and review their portfolio for similar jobs of type, size and complexity. Interview Team consists of Jim, Maggie and Architects via ZOOM. Jim will request that proposed Project Managers and on-Site Supervisors be present at these interviews.

4.2 Possibly Consider and Act Upon list of Interviews of General Contractors.

4.2.a Motion: Interview the two low bid General Contractors only.

Motion to approve made by Linda, 2nd Vin passed unanimously 7-0-0.

5.0 Old Business:

5.1 Status Archeological Survey –Jim stated that this document will be submitted to SHPO by Friday 2/26/21.

5.2 Status of Formal Approval from SHPO and State of CT Attorney General Office related to Parking Scheme.

5.2.a No progress from our last Meeting. Selectmen and Attorney are continuing discussions.

5.3 Status of Site Development Drawings

5.3.a Parking lot Design is still pending resolution, See item 5.2. Civil Engineer has submitted a Septic Field Design and Site Plan to Uncas Health. Our design Team is awaiting formal response.

5.4 Status of Request for Proposals related to Library FFE Relocation.

March 8th bid proposals are due. At our first meeting in March, we review bid proposal. Three companies have asked for packages. Relocation Move planned for March 29th and the Library will be closed for a week.

5.5 Consider and Act upon issuing Request for Bid Proposals related to Material Testing Services and Owners Project Manager.

5.5.a A third -party firm is required to observe and test soils, concrete, trusses, exterior & interior framing etc. and document to a Special Inspector. The designated Special Inspection at project completion confirms that Work to Date meet State Requirements. The Material Testing firm can be in the role of Special Inspector. Chairman Jim prefers that the third-party Material Testing Firm does not perform Special Inspector Services.

5.5.b Motion to issue RFP for the Materials Testing Services and to separate contract with the Structural Engineer of Record as the Special Inspector.

Motion to approve made by Maggie, 2nd Vin. Motion passed 7-0-0.

5.5.c Owners Project Manager is a 3rd party firm or individual which observes (including safety standards), monitors and record the evolution of construction phase. The firm must understand the concept of the drawings, is computer literate and can make evening meetings. OPM shall prepare daily log to the attention of the chairman. Insurance requirements will be a prerequisite. Based upon the complexity of the Project, Jim Russo recommends that only Part Time attendance on site for this Contract. (20 hours/week for 48 Weeks).

5.5.d Motion for issuance of RFP for an Owner’s project manager.

Motion to approve made by Maggie, 2nd Vin. Motion passed 7-0-0.

6.0 Review and Approval of Invoices:

#130007979 ULINE $1,132.21 for purchase of boxes for packing books.

Motion to approve: Julie, 2nd Linda 7-0-0 passed.

7.0 Public Comment: David Aiudi of IMTL Inc appreciated learning about the Town inclusion of a Material Testing Firm for this Project. IMTL will prepare a formal Bid Proposal.

8.0 Adjournment 7:40

Motion to adjourn by Linda, 2nd by Julie. Motion passed 7-0-0.

Respectfully Submitted,

Lisa Matson, Secretary