**MINUTES**

**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting**

**Thursday January 14, 2021 – 7 PM**

**TELECONFERENCE BY ZOOM**

AUDIO WILL BE POSTED ALONG WITH THE FORMAL MINUTES.

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

Others present: Matt Earls (Library Director), Kevin Lipe, Brian Humes (Jacunski Humes Architects) Jonathan Sczurek, PE (Megson Heagle & Friend)

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 December 10, 2020 Regular Meeting.

Maggie Julie Unanimous 9-0-0

3.0 Correspondence

3.1 Board of Selectman Meeting of January 12, 2021

The Chairman met with the board of selectman on 1/12. The Chairman’s biggest concern was the move to the Community Center and who was going to be responsible for what.

**Town responsibility:**

1. Updated HVAC System at lower level

2. Update of the Life and Safety Systems at both levels.

3. Updating of lower-level bathroom

4. Installation of WIFI Systems.

5. Coordination with Pool Usage during Summer Season.

**JTL:**

 1. Extensions of Phone and Data due to library interior layout

2. Relocation of Volumes and FFE. More than half of the books will have to be stored off site. Jim Recommends that they are stored by the moving contractor in a climate-controlled warehouse. School Storage is not available due to COVID School Environment.

We need the Community Center to be in compliance with ADA requirements. We plan to be there for 13-14 months. Jim and Matt will go back to the selectmen in a couple of weeks.

3.2 Planning and Zoning Site Plan Approval of 12/30/2020.

We met with PZC on Dec. 21. They approved the site plan with a couple of additions.

1. Site Plan shall be amended to provide:

a. Pedestrian Path from Library to Community Center/Alden Tavern Parking lot and

Route 87 to Town Hall. Recommended that extension of Dust Walks to comply.

b. Bike rack adjacent to Library;

c. Grading and/or interior ramping to reduce handicapped run length and number of

steps to front of building.

d. Landscaping Plan.

2. Preparation of Lighting Plan made in accordance with Zoning Regulation Section 7.9.

3. North building elevation shall be amended to contain additional glass to maximize the

view of the Town Green from the Assembly/Program Room. (

4.0 Old Business:

4.1 Status Archeological Survey

Brandon Handfield has been in contact with SHPO. Hope to have a complete filing done by the end of the month.

4.2 Status of Site Development Drawings

We have received a preliminary sketch for parking and Jonathan Sczurek discussed the design to date related to the Parking Area/Ramp/Site Grading. There are now 20 spots designated for the Library parcel. There are some site constraints. (Fixed Elevations). Will we have a concrete sidewalk all the way around?

Discussion of walkways, stairs, book drop, grade of parking lot, handicapped accessibility ramp. It was concluded that the front entry porch shall remain level and H/C related ramp shall be adjusted accordingly.

5.0 New Business

5.1 Consider and Act Upon placing Lebanon Library Additions and Renovations Project to Public Bid.

Jim Russo stated that this Project is required to be out to bid tomorrow in order to retain our State Library One Million Dollar grant. A scheduled walk-through pre-bid meeting is planned for Feb. 11th. Competitive Bids are due Thursday, Feb. 25, 2021

**Motion to place the project out to public bid made by Vin, 2nd by Julie. Motion passed 9-0-0.**

5.2 Consider and Act Upon Add Services to Jacunski Humes Architects, LLC for Landscape Architect Design and Oversight. The additional professional services to Jacunski-Humes will be $5175.

**Motion to add landscaping services to Jacunski Humes project made by Maggie, 2nd by Linda. The motion passed 9-0-0.**

5.3 Library FFE Relocation RFP

Matt is developing a design for the community center. The plan is to pack the books that are schedule for offsite storage and leave the books that are relocated to across the street. The library will be closed for a week. Furniture from the community center will be moved to storage as well.

The Chairman plans to have the RFP in three or four weeks.

5.4 Schedule Review

Formal Bid Friday, Jan. 15

Feb. 11, 2021 10:00 AM walk through.

February 25th bids due at 2:00 to town hall. At 3:00 there will be a Special Zoom meeting to open the bids. It will take about two weeks to go through the bids. There will be an interview.

Tentative ground breaking first or second week of April.

The Site Development Package is not component of this bid Package. That Bid Package will be completed for Mid-March.

6.0 Review and Approval of Invoices

Invoice #21001 Jacunski Humes Architects, LLC $15,500 for Architectural Services in the month of December.

**Move to approve by Maggie, 2nd by Julie. Motion passed 9-0-0.**

7.0 Public Comment

Lebanon Life Update. Discussion related that this is the right time to acknowledge the progress of this Project. Tomorrow is the deadline for the next Lebanon Life Publication. Matt will submit a press release for the Lebanon Life. Additional Press release to Courant and Chronicle will be investigated.

Our Board will purpose one complete set of the specifications to be left at the library.

Plans and Specifications are on line at: [www.advancedrepro.net](http://www.advancedrepro.net) (Go to Plan room, Public jobs, Lebanon Library Drawings). The plans will be posted tomorrow by 10 AM.

The next meeting is Wed. Jan. 27th.

8.0 Adjournment 8:26

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

Respectfully Submitted

Lisa Matson

Secretary