**MINUTES**

**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting**

**Wednesday January 27, 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), Brian Humes, Kevin Lipe (Jacunski Humes Architects)

1.0 Call to Order

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

2.0 Consider and act upon the minutes from January 14, 2021 Regular Meeting.

Motion to approve made by Maggie, 2nd by Linda. Motion passed unanimously.

3.0 Correspondence:

3.1 Board of Selectman

There are still discussions between SHPO and the town regarding Parking Lot Layout. The Dec. 4th proposal was rescinded and not approved by SHPO. This will impact the schedule of site plan drawings going out to bid. SHPO also requests that the new Design includes Pervious Pavement on the northernmost part of the parking lot (allows water to drain underneath it.)

The three state agencies need to agree on the final parking scheme prior to our Civil Engineer to recommence Design. (SHPO, DOT, Attorney General’s Office).

4.0 Old Business:

4.1 Status Archeological Survey

The survey is done, but we are waiting for a finalized parking scheme. Due to time, we will send the plan to SHPO without parking included.

4.2 Status of Formal from SHPO and State of CT Attorney General Office related to Parking Scheme. See above.

4.3 Architectural Items

4.3.a. We are out to bid for Package 1. Bids are due four weeks from tomorrow.

18 general contractors have purchased drawings as of this meeting.

4.3.b. The Commission of Human rights and Opportunities has a say in our project (because of state grant). Now there is a set-aside program for minority contractors. There is paperwork required to show compliance. The state did not make us aware of this at the time of awarding the grant.

4.3.c. 80% of the questions to our Design Team are related to site development. There is some site work in this bid, but it is minimal. There is no site package at this time.

Addendum #1 will be put together right after the pre-bid conference. It lists all firms who attend.

4.3.d. The pre bid meeting is February 11 at 10 AM outside (not a bid requirement).

4.3.e. Any changes to the design would be a significant cost in both time or money.

4.4 Status of Site Development Drawings

4.4.a. This Design is on hold right now. A new lighted Flagpole will be added to the final Site Plan. There is an existing Town Committee to plant a new Christmas tree out on the green and we could add an electrical box for them.

5.0 New Business

5.1 Consider and Act Upon approving Library FFE Relocation RFP. (Sent as an attachment in agenda.)

5.1a. Selected Firm must have experience with Municipal Library Relictions. They have must have full time employees and not day laborers.

5.1 b. 25,000 volumes will be relocated to the Community Center in March of this year and back again in 2022.

Matt is authorized to purchase boxes and tape to start packing up the books which will be stored at the Vendors Climate Control Warehouse. There will be a Prebid meeting with a visit to the Community Center.

5.1.c. Jim is in discussions with the Town regarding adding HVAC to the community center.

5.1.d. Motion to approve the rough draft of the RFP made by Maggie, 2nd by Vin. Motion passed Unanimously.

5.2 Bid Phase Items

5.2a. The pre bid meeting is February 11 at 10 AM outside (not a requirement).

It’s important to have all the questions addressed and forwarded to all bidders so all firms are Bidding on the same Scope of Work.

5.2.b. Bids are due Feb. 25 at 2:00. Someone needs to collect them and then all bids are open on Zoom an hour after the collection at 3:00.

5.3 Discussion related to Plumbing Design

5.3.a. Chris Darrow expressed his concern that the Toilet Fixtures per the final design do not include an infrared sensor for flushing. Chris did state that a saving in gallons pre flush needs to be considered as a cost savings in the facilities operation and costs to the Tax Payers. JRR stated that he will check with the Design implications within the Base Bid Drawings.

5.4 Revised Front Elevation/Floor Height Recommendations

Jim did forward the design ideas of Berkeley to Brian/Kevin last week. As of tonight’s, meeting, Bid Package Drawings will remain per the lasted 90% Status.

6.0 No invoices

7.0 Public Comment

 None.

8.0 Adjournment

 **Motion to adjourn at 8:07 made by Julie, 2nd by Cathe. Motion carried unanimously.**

Respectfully Submitted

Lisa Matson, Secretary