**MINUTES**

**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting**

**Thursday September 9th, 2021-7 PM**

**TELECONFERENCE BY ZOOM**

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

Also present: Matt Earls, (library director), Kyle Rongey, (owner’s representative); Kevin Cwikla, First Selectman; Valerie Belles, (Lebanon Senior Accountant); Brian Humes and Kevin Lipe, J/H Architects.

1.0 **Call to Order**

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

2.0 Minutes: Review and Approve Minutes of Regular Meeting August 25, 2021.

**Motion to accept the minutes, Maggie** 2nd **Julie** Discussion: none **Motion Passed 8-0-0.**

**Motion to move point 4.3 to next on the agenda.**

**Motion by Maggie, 2nd Vin. Passed 8-0-0.**

4.3 Other Business:

1. Jacunski/Humes Contract Agreement excluded Contract Administration Site Fees for Phase II Site Development. Town issued a change order to our General Contractor and we need a professional for this role. Additionally, the Town Letter of Intent to Jacunski/Humes specifically excludes Site Development Fees. Jim stated that we followed legal counsel direction regarding our Architects scope of Work.
2. Brian Humes presents proposal of $9,000 more for construction oversight—preparing change order, site work was not within contract. Megson/Heagle will also be involved but Jacunski Humes would be the Prime Professional.

**Motion to amend the Jacunski Humes Contract to a scope change for an additional $9000 for contract administration of Phase 2 site work.**

**Motion by Vin, 2nd Maggie. Motion passed unanimously.**

1. The project has received a Full Building Permit from the Building Dept since our last meeting.
2. New Electrical Power Temporary Service Date has not been confirmed by Eversource.
3. Old Business:

3.1 J Jacunski Humes Architects Report

1. Wood Framing will be commencing very soon. The project is moving well along. Weather has delayed concrete, but J A Rosa is working to recover those days.
   1. Status of Construction Work to date. (STV/DPM)
2. Kyle: Poured elevator footings, Prepping remaining concrete floor in the basement. Hoping to pour the final concrete wall next week. The last concrete pour will be the new floor slabs.
   1. Site Development Quotation from J A Rosa.

a) Team Negotiated a final quotation of $469,123, so Town saved approximately $4000.

3.4 Discuss and Act upon Scope Revisions to J A Rosa LLC Contract

None this meeting.

4.0 New Business:

4.1 Communications from Board of Selectman

Legal bills from the town: The Building Committee if of the opinion believe that all the legal bills that are being posted are not in the Scope of our Project.

Valerie Belles, Lebanon Senior Accountant—She explained that the legal services for getting the project going are part of our project. The posting of invoices to our Project are in good and acceptable Accounting and Audit procedures. All Legal Invoices are reviewed by the Town and our bills are specific to the library building project. The town is still funding matters relating to the Green Law Suits but not to our Project.

Maggie: Committee’s Position is that our job is to build a library and it’s the town’s job to acquire the land.

Berkeley: Are the attorney’s fees part of regaining the grants as part of the project?

Jim: Yes, Discussions with the state library are part of the scope. The auditors will relocate costs to Journal Entry’s whatever they think is fiscally appropriate.

The town has already spent $170,000 in fees to obtain the Green

Per Valerie, the accounting office receives all invoices and then get posted to the proper department to obtain approval from that department or committee. To Date, the Library Project has posted $35,000 in legal fees. The bills have been detailed from the start. Contracts and other things related to getting our project off the ground.

**Motion to accept $35,475 to be posted to the library projects legal fees made by Jim.**

**No second.**

Jim: It is unreasonable to assume that we would not incur legal fees on a Project of this magnitude. Julie questioned why we still require Legal guidance. Jim stated that he reviews issues with our attorney every month whenever there may be a question of legal liability to the Town of Lebanon.

It was concluded that at our next meeting we will look at the individual costs. Valerie is going to the invoices to date for our review.

4.2 Lightning Protect System to Projects Scope of Work

Not finished yet.

5.0 Review and Approval of Invoices

* Application for payment #2 from J.A. Rosa LLA for $237,178.78 (18%). Work up to and including August 31.

**Motion to approve to pay: Maggie, 2nd Vin, 8-0-0 passed**.

* Invoice #024582 from WB Meyer for storage during August. $1,180.80

**Motion to approve to pay: Maggie, 2nd Vin, 8-0-0 passed**.

* Invoice #024386 from WB Meyer for pick-up of crates. $238.00

**Motion to approve to pay: Maggie, 2nd Vin, 8 -0-0 passed**.

* Invoice #21247 Jacunski Humes for Professional Services in August 2021. $3,875.00

**Motion to approve to pay: Vin 2nd Maggie 8-0-0 passed.**

* Invoice #90021895 to STV/DPM for Kyle’s services up through July 30 $2,752.00

**Motion to approve payment: Maggie, Vin 2nd passed 8-0-0*.***

* Invoice #90022037 to STV/DPM for Kyle’s services up through august 31 $7,853.00

**Motion to approve to pay: Maggie, Vin 2nd passed unanimously.**

6.0 Adjournment

Next meeting Wed. September 22. Zoom at 7 pm.

**Motion to adjourn made by Julie, 2nd by Berkeley. Motion approved unanimously.**

Meeting adjourned at 8:13 .

Respectfully Submitted,

Lisa Matson, Secretary