TOWN OF LEBANON CT

Jonathan Trumbull Library Building Committee

Special Meeting Minutes

Friday July 29, 2022

2:00 PM

New Library Circulation Area

Members Present: Jim Russo (Chairman), Maggie McCaw (Vice Chair), Lisa Matson, Linda Wallace, Julie Culp, Cathe McCall, Berkeley Nowosad (2:03)

Also Present: Matt Earls (Library Director via phone); Harshitha Adapala, STV (Owner’s Representative)

1. Call to Order

The meeting was called to order by Chairman Russo at 1:58.

2.0 Public Comments: None

3.0 Minutes

3.1 Review and Approve Minutes of Regular Meeting of July 14, 2022.

**Motion to accept the minutes by Maggie, second by Linda Motion passes unanimously.**

4.0 Old Business:

4.1 Jacunski Humes Architects’ Report

 a) The punch list has been established and J A Rosa is working on the completion.

b) We were issued acceptance of the septic system by Uncas Health Dept today.

c) The Commissioner’s report of the HVAC is being established. They are returning next week.

d) The Elevator has been tested and passed by the State of CT. The certificate is Valid for a year. State will be back again next year.

4.2 Owners Project Managers (STV) Report

a) The Cupola will be here the second week in August.

b) Signage to be completed next week.

c) The weathervane is here on Site.

d) The precast cap will be in 2nd week of August.

e) The last Electrical Panel has been shipped and will be on site next week. It has to be completely installed to get a certificate of occupancy.

f) The rest of the punch list items are being attended.

4.3 Library Relocation Update (Matt Earls)

a) Phones and Internet are functional.

b) Meyer is coming back on Monday to move some final things from the Community Center.

c) By middle of next week most of the books will be on the shelves.

d) Monday will be the start of the Community Room FFE installation.

e) The Interior Designer is going to come back next week to review the community room.

4.4 Communications from Board of Selectman/Town Officials:

 a) Uncas Health Septic approval.

5.0 New Business:

5.1 Discuss and Act Upon proposed Contract Change Orders from J A Rosa, LLC

a) Prior to our meeting today, the balance of our construction budget is 84,114.16.

b) PCO #54: Matt purchased a playhouse and needed $758.47 for installation from Rosa

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

c) PCO #55 Bay Window. There was substantial wood rot and because of the rot in the framing, we had to repair as necessary. Time and material: $811.53

**Motion By Maggie, 2nd by Linda. Motion passed unanimously.**

$ 82,544.42 left in balance.

5.2 Other Business

a) The railings for art/frames are on site and will be installed by Rosa.

b) We are required to add another fire alarm downstairs.

c) Our committee will stay active for another year. We most likely will not be meeting twice a month.

d) More FFE may need to be purchased, if requested.

e) The octagonal tables have no date of receipt yet.

f) The curved couches are being shipped on the 8/8.

g) The time for the opening is from 10 AM – 2 PM on August 20.

6.0 Review and Approval of Invoices

a) Invoice #66728 from Environmental Systems Corporation (ESC) $4,925.29 for installation of new Phone System.

**Motion to pay the invoice made by Maggie, 2nd by Julie. Motion passed unanimously.**

b) Invoice #90025143 from STV for services rendered by Owner’s Project Manager for the month of June. $4,301.59

**Motion to pay the invoice made by Maggie, 2nd by Julie. Motion passed unanimously.**

c) Invoice #R2021Z-277-5 from Horizon Engineering for Professional Services in June 2022 for $1,394.00

**Motion to pay the invoice made by Julie, 2nd by Maggie. Motion passed unanimously.**

d) Invoice #8121 from PSI-New England Storage Products PO 13067-5 for cushions and storage rack $463.99

**Motion to pay the invoice made by Maggie, 2nd by Julie. Motion passed unanimously.**

e) Invoice # 8124 from PSI-New England Storage Products PO 13070 and 20152-1 for Bookcases and library equipment $56,002.16

**Motion to pay the invoice made by Julie, 2nd by Maggie. Motion passed unanimously.**

7.0 Adjournment (Next Meeting 8/11/22 at the library.)

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

Respectfully Submitted

Lisa Matson, Secretary