**TOWN OF LEBANON CT**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting Minutes**

**Thursday, January 12, 2023**

**7:00 PM**

**New Library Community Room/Zoom**

Members Present: Jim Russo (Chairman), Lisa Matson, Cathe McCall, Berkeley Nowosad, Julie Culp

Also Present: Matt Earls (Library Director)

1. Call to Order

The meeting was called to order by Chairman Russo at 7:06.

2.0 Public Comments: None

3.0 Minutes

3.1 Review and Approve Minutes of Regular Meeting of December 8, 2022.

**Motion to accept the minutes by Cathe, Second by Berkeley. Motion passes unanimously.**

4.0 Old Business:

4.1 Communications from Board of Selectman/Town Officials:

a) The Sketch that was prepared for the Exterior Letters on the Building requires Design Review Board and PZC final approval. Jim will expedite.

5.0 New Business:

5.1 Discuss Budget Forecast to Date

 a) Fund Balance is $1,063,432.00

 b) With encumbered costs included, there is an estimated Savings of $898,882.00 from

 the Approved Referendum Amount of $5, 875,000.

c) The bonded amount was for $3,375,000, so there was a Savings related to Project Bonding Costs.

 5.2 Discuss and Act Upon Proposed Owner Scope Revisions

a) $3,990 related to the Proposed Individual Letter Signage at the Southern Elevation. Jim presented a color chart to Members. Light colors will get dirty. The committee is recommending black.

**A motion to enter contract with Intelligent Signage Inc. in the amount of $3,990 for black 8” letters installed upon approval by the Lebanon Green Design Review Board PZC.**

**Motion made by Julie, 2nd by Cathe. Motion passes 5-0-0.**

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

a) PCO #63 related to a surcharge for diesel fuel during Project without overhead or profit. PCO #63 as revisited is $3,364.

**Motion made to accept the PCO #63 for fuel surcharge of $3,364 for the Project by Berkeley, 2nd by Jim. Motion passes unanimously.**

b) The landscape architect will meet with the Building Committee to talk about the required plants and the design. Jim will contact the architect to expedite a meeting.

5.4 Other Business

a) There is no handicapped automatic door opener at the lower-level exterior door.

Jim will set up a meeting with LePine to discuss the options. We may need a post with a button.

b) Matt would prefer that the exterior Program Door in the Community Room be able to open from the outside. This would be a door bar hardware change.

 This may be a safety concern. Jim will review with Kevin Lipe about options.

c) The lower and upper door locks at main doors have issues. The upper door frequently does not fully latch when locked. The person who is supposed to fix it has not been there.

 d) Matt will buy childproof locks for the cabinet in the staff room.

e) FST inspector came out for the final commissioning inspection for all the mechanicals and plumbing. They will be sending us a report.

f) The book drop signs are rusty. They are supposed to be stainless.

g) FFE—Matt found a couch he liked, but the furniture vendor wouldn’t sell to a municipality. Now the thought is that the leather chairs will stay and to buy a sofa to match them. Matt will go through the State Contract Portal.

h) It is difficult to see the driveway entry on Rt. 87. We can get reflective posts. Why isn’t the curb a different color? We can move the existing wooden sign next to the driveway entry. Jim will check if DPW can move it. It’s a more appropriate location and will have to be reviewed by the Lebanon Green Committee and PZC. Jim will expedite.

i) Can we have solar panels on the roof? Jim will review with Town Hall.

6.0 Review and Approval of Invoices

 None.

7.0 Adjournment (Next Meeting scheduled for 1/25/23 at the library, but it will most likely be cancelled. If that happens, next meeting will be 2/9/23.

**Motion to adjourn made by Cathe, 2nd by Berkeley. Motion passed unanimously.**

Respectfully Submitted

Lisa Matson, Secretary