

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Regular Meeting
Wednesday, June 24, 2015**

MINUTES

Members present: Julie Culp, Chris Darrow (7:03), Lisa Matson, Catherine McCall, Margaret McCaw, Cynthia Mello, James Russo, Vincent Shea

Members absent: Alicia Wayland

1.0 Call to Order

Chair J. Russo called the meeting to order at 7:00 PM.

2.0 Public Comment

None

3.0 Approval of Regular Meeting Minutes of May 27, 2015 and Special Meeting Minutes of June 11, 2015

Motion made by C. McCall and seconded by M. McCaw to approve the minutes of the May 27, 2015 Regular Meeting. Vote: Yes (7). Motion carried unanimously.

Motion made by C. McCall and seconded by M. McCaw to approve the minutes of the June 11, 2015 Special Meeting. Vote: Yes (7). Motion carried unanimously.

4.0 Consider and Act upon Subcommittee Reports

4.1 RFP Development (M. McCaw, J. Russo, V. Shea)

J. Russo reported that First Selectman J. Okonuk requested a meeting with him and Town Engineer B. Handfield. Meeting was held on Monday, June 22, 2014 to discuss feedback regarding the RFP. Revisions were discussed and agreed upon, and the schedule of dates was revised. Motion made by V. Shea and seconded by J. Culp to accept the RFP as revised to be submitted to the Town Hall for publication. Vote: Yes (8). Motion carried unanimously.

4.2 Timeline Schedule (J. Russo)

J. Russo reported on a preliminary schedule including the following:

10/1/15	Contract for architectural services signed
3/31/16	Completion of design drawings
4/1/16	Bidding process begins
5/31/16	Bids awarded

4.3 Town Hall Liaison (J. Russo, V. Shea)

M. McCaw reported that she attended a meeting with the First Selectman, Town Engineer, Town Treasurer and Bond Representative to discuss the funding process for both the library project and the road and bridges project.

4.4 Project Design (J. Culp, C. Darrow)

No Report

4.5 Relocation (C. Mello, J. Culp, C. McCall)

C. Mello reported that the relocation subcommittee met with First Selectman J. Okonuk on June 24, 2015 to discuss possible sites for the temporary location. The decision will be made by the Board of Selectman so the subcommittee will continue to gather information. A letter will be drafted by the subcommittee which will be sent to organizations having potential alternative facilities asking if they are willing to work with us and open their spaces. This letter has been reviewed by the committee and needs to be reviewed by the First Selectman. She has asked the subcommittee to attend a special meeting of the Board of Selectman on July 14 to update them. The Town Engineer and Building Inspector will also be invited.

4.6 Public Relations/Project Communications (L. Matson, J. Culp, C. Mello)

L. Matson reported that the press release was sent out and generated an article which appeared in the Willimantic Chronicle June 19, 2015.

5.0 New Business

None

6.0 Review and Approval of Invoices

None

7.0 Adjournment

Motion made by J. Culp and seconded by C. McCall to adjourn at 8:05 PM.

Vote: Yes (8). Motion carried unanimously.

Respectfully Submitted,
Cynthia Mello, Secretary