

**Town of Lebanon  
Jonathan Trumbull Library Building Committee  
Regular Meeting  
Wednesday, September 23, 2015**

**MINUTES**

Members present: Julie Culp, Chris Darrow, Lisa Matson, Catherine McCall, Margaret McCaw, Cynthia Mello, James Russo, Vincent Shea, Alicia Wayland

Also present: Corey Sipe, Willimantic Chronicle

**1.0 Call to Order**

Chair J. Russo called the meeting to order at 7:01 PM.

**2.0 Public Comment**

None

J. Russo recused himself from the meeting.

Motion made by A. Wayland and seconded by V. Shea to enter into Executive Session at 7:03 PM to discuss the status of the contract for architectural services. Vote: Yes (8). Motion carried unanimously.

**3.0 Executive Session for Contract Update**

Motion made by A. Wayland and seconded by V. Shea to return to Regular Session at 7:21 PM. Vote: Yes (8). Motion carried unanimously.

J. Russo returned to the meeting.

**4.0 Consider and Act upon Minutes of September 2, 2015 Special Meeting**

Motion made by J. Culp and seconded by A. Wayland to approve the minutes of the September 2, 2015 Special Meeting. Vote: Yes (8), Abstain (1). Motion carried.

**5.0 Consider and Act upon Subcommittee Reports**

**5.1 Timeline Schedule** (J. Russo)

The subcommittee will consult with the architects to develop a tentative schedule.

**5.2 Town Hall Liaison** (J. Russo, V. Shea)

Financial code listing to be used during the project has been received from the Finance Office. Checks are cut every two weeks so expeditious approval and submittal of bills must be made.

**5.3 Project Design** (J. Culp, C. Darrow)

No report

**5.4 Relocation** (C. Mello, J. Culp, C. McCall)

C. Mello reported that 11 letters were sent to groups with facilities throughout Lebanon and 4 written responses have been received (Lebanon Lions Club, St. Francis of Assisi Church, Redeemer Lutheran Church, Lebanon Historical Society & Museum). A meeting is set for October 2 with Superintendent of School Robert Angeli. J. Culp reported that drawings of the Fire Safety Complex was obtained from the Building Department. Further attempt will be made to secure a scaled floor plan to begin designing the temporary library space. Determining data, power, and telecom needs is the next step.

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

Articles for Lebanon Life have been submitted monthly.

**6.0 New Business**

**6.1 2016 Meeting Schedule**

Drafts of 2016 meeting dates were discussed. Further revision is needed. The Lebanon Historical Society will be contacted to determine if they are willing to allow the committee to meet there on a bi-monthly basis during 2016. A revised draft will be brought back to the next meeting.

**6.2 Tree Removal**

The Town Hall Liaison subcommittee will draft a letter to the Board of Selectmen in order to clarify the status of the removal of trees around the library prior to the beginning of the renovation/addition construction.

**7.0 Adjournment**

Motion made by A. Wayland and seconded by C. McCall to adjourn at 7:58 PM.

Vote: Yes (9). Motion carried unanimously.

Respectfully Submitted,  
Cynthia Mello, Secretary