

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Special Meeting
Thursday, June 11, 2015**

MINUTES

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

Members absent: Chris Darrow, James Russo

1.0 Call to Order

Vice Chair M. McCaw called the meeting to order at 7:00 PM.

2.0 Public Comment

None

3.0 Consider and Act upon the following Subcommittee Reports

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

Subcommittee met to develop RFP for Architectural Services. The draft was shared and discussed. Dates were agreed upon as follows:

Mandatory Prebid Meeting	Friday, June 26, 2015	10:00 am	Library
Submission Date for Proposals	Thursday, July 16, 2015	3:00 pm	Town Hall
Bid Opening	Thursday, July 16, 2015	4:00 pm	Town Hall
Committee Review	Saturday, July 18, 2015	9:00 am	Town Hall

The Invitation to Bid Notice that will appear on the Town Website and published in the newspaper was shared.

Motion made by A. Wayland and seconded by V. Shea to approve the RFP as amended.

Vote: Yes (7). Motion carried unanimously.

3.2 Timeline Schedule (J. Russo)

No report.

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

No report.

C. Mello shared that the Board of Finance at their meeting of June 8 decided not to take any action on the establishment of Fund 243 for library renovations and will reconsider this item at an upcoming meeting.

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

No report.

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

Subcommittee met and reviewed the requirements set for a temporary library site, the list of locations to consider and the temporary library site analysis grid which was revised to reflect current information. Consensus was that the same four locations are appropriate for further investigation.

C. McCall shared that she has not had success attaining the schedules of use for the FSC or the Community Center.

J. Culp has contacted several libraries who have moved to temporary sites during construction to determine what conditions should be considered. ADA compliance was an issue as well as determining the load bearing capacity of proposed sites. In one case, a structural engineering study was required.

C. Mello reported that she had met with the principal at the elementary school. The areas of potential issue were discussed including the security of students, accessibility within the building by individuals who would not be screened, bathroom facilities, separate entry, limited parking from a distance, and limited underused classrooms. The possibility of available storage space to house some portion of the collecting during construction was discussed, as well as the possibility of temporarily loaning collection materials to the school library.

C. Mello reported that she had contacted Williams Scotsman of Cheshire, CT. They are a firm with locations throughout the country that has experience leasing portable facilities, including libraries. The subcommittee hopes to meet with a representative to discuss this option.

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

Subcommittee met and shared a draft press release. It will be sent to Lebanon Life, Norwich Bulletin and Willimantic Chronicle.

4.0 New Business

4.1 Special Meeting Times

After discussion about the difficulty of finding space for meetings, it was decided that the July special meeting will not be posted since we will be meeting for bid opening the next week followed by a regular meeting on July 22. The August and September special meetings will be held at the library.

5.0 Adjournment

Motion made by A. Wayland and seconded by J. Culp to adjourn at 8:45 PM.

Vote: Yes (7). Motion carried unanimously.

Respectfully Submitted,
Cynthia Mello, Secretary