

**Town of Lebanon  
Jonathan Trumbull Library Building Committee  
Special Meeting  
Thursday, January 7, 2016**

**MINUTES**

Members present: Julie Culp (5:35), Chris Darrow (5:46), Lisa Matson (5:35), Catherine McCall, Margaret McCaw, Cynthia Mello, James Russo, Vincent Shea

Member absent: Alicia Wayland

Also present: Michael Tribe (Peter Gisolfi Associates), Phil Chester (Town Planner)

**1.0 Call to Order**

Chair J. Russo called the meeting to order at 5:32 PM.

**2.0 Public Comment**

None

**3.0 Consider and Act upon Minutes of December 10, 2015 Special Meeting**

Motion made by M. McCaw and seconded by C. McCall to approve the minutes of the December 10, 2015 Special Meeting. Vote: Yes (5). Motion carried unanimously.

**4.0 Consider and Act upon Subcommittee Reports**

**4.1 Timeline/Schedule (J. Russo)**

J. Russo distributed a tentative design phase schedule. M. Tribe distributed one prepared by PGA that includes when cost estimates would be conducted and explained that some components would be conducted simultaneously.

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

J. Russo reported that on December 15, 2015 the Board of Finance denied the building committee request to have unspent funds from the previous allotment transferred to the building project since the project is capped by the amount approved by voters.

J. Russo reported that a report dated December 4, 2015 was received from J. Nowosad, Building Official, after his inspection of the Community Center and the Fire Safety Complex.

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

None

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

C. Mello reported that on January 5, 2016, the BOS voted 2-1 to rescind the previous motion to designate the Fire Safety Complex as the temporary site for the library during construction. A motion was passed 2-1 to designate the Community Center as the temporary site instead. The relocation committee was asked to set up a meeting with the First Selectman to discuss the modifications that need to be made prior to use.

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

L. Matson reported on concerns about the misinformation that is being shared on social media that does not fairly represent the project. It was the consensus that our avenues to get current and accurate information to the public is through Lebanon Life, the library website and the GrowJTL and JTL facebook pages. These will be updated as needed.

**5.0 Discussions related to refinement of Schematic Drawings Design**

M. Tribe reported that the survey was completed and received January 6, 2016. Questions were answered to clarify well use and fuel delivery access. He shared more developed interior plans for both the upper and lower levels. He will be meeting with J. Culp to ensure that the design meets the needs of the established program, staff, and library users. Revision of the preliminary plans will also entail reducing the total square footage.

**6.0 New Business**

None

**7.0 Review of Invoices**

Invoice #0000002 received from Peter Gisolfi Associates in the amount of \$6576.82 dated 12/7/15, for completion of work ending 11/30/15.

Motion made by M. McCaw and seconded by J. Culp to approve payment of Invoice #0000002 to Peter Gisolfi Associates in the amount of \$6576.82 with funds from Account #243-00-000-5833-0000-0000.

Vote: Yes (5). Motion carried unanimously.

**8.0 Adjournment**

Motion made by M. McCaw and seconded by C. Darrow to adjourn at 7:00 PM.

Vote: Yes (5). Motion carried unanimously.

Respectfully Submitted,  
Cynthia Mello, Secretary