

**Minutes for Meeting of LIBRARY BUILDING COMMITTEE**  
**Monday, December 04, 2023, 6:00 pm via Zoom**

Attendees: Liz Anderson, Jim Kolb, Jeremy Marsette, Chris Kenney, Brian Connolly, Mark Brown, Sean Kileen, Adam Page, Roger Demler, Richard Littlefield, Margaret Powicki, Pam Dowse, Mike Coleman, Rich Ryan, Tom Gatzunis Jr.

By order of Town officials, this meeting will be a virtual meeting and public participation may be limited. Roll call voting is required. Meeting will be recorded.

J. Kolb called LBC Meeting to order at 6:01 PM

1. 11.02.2023 LBC Meeting minutes voted on.

J. Kolb made motion to approve 11/02 Minutes, motion 2<sup>nd</sup>, all in favor - meeting minutes approved.

2. Chair's report

a) Invoices for approval:

- WJE:
  - WJE Invoice #0559252 - \$4,100.00
    - Backup not provided for discussion, CHA to reach out to WJE requesting backup.
      - Upon Submission of Backup, M. Brown to review on behalf of LBC.
    - J. Kolb made motion to *conditionally* approve, pending review/approval of backup by M.B., 2<sup>nd</sup>, all in favor, Invoice *conditionally* approved.

3. OPM Update

a) Recent Events:

- Skylight Leak
  - Investigation of leak & work to repair completed
  - Proposed repair provided by BCG & their subconsultants
    - BAA & WJE reviewed & commented
      - Revised detail agreed upon & Installed by Silktown
        - Preliminary test was successful
          - Masonry re-installed
          - Intertek Scheduled for 10/9/23 to re-test
            - Water test passed on 10/9
              - Awaiting Final Report from WJE
- Elevator Machine Room Leak
  - Limits of work established for "phase 1"
  - On 7/31 Storefronts were removed at the D-E & E-F bays
    - Waterproofing complete – Phase 1 work was completed below-grade.
      - Jointing sand at bluestone to be installed weather permitting
        - Storefronts re-installed on 12/04
          - Waterproofing at Header & Ext. trim installation & Caulking scheduled for 12/05

- Clean-up of material / Contractor de-mobilization scheduled for 12/08
  - Move-in
    - William B. Meyer & CHA discussing replacement costs
    - CHA & COR working to finalize office furniture
      - COR to deliver shelving for metal storage cabinets
    - Coordination ongoing with Library, Stefura, & Furniture vendors to replace missing items
      - Couch replacement order in process
  - LEED
    - BAA applied for extension to Sunset dates for LEED Certification
      - Extension granted, BAA & BCG Coordinating LEED Closeout documentation
- b) Budget Update
- CHA working on updated budget sheet
    - Budget sheet update will be available for Thursday Budget meeting
- c) New Business
4. Proposed date of next LBC virtual meeting – 01/08/2023

J. Kolb made motion to Adjourn LBC Meeting to executive session at 6:24 PM

Roll Call Vote; Meeting adjourned at 6:25 PM