

Minutes for Meeting of LIBRARY BUILDING COMMITTEE
Monday, March 06, 2023, 6:00 pm via Zoom

Attendees: Liz Anderson, Jim Kolb, Chris Kenney, Frank Orlando, Brian Connolly, Mark Brown, Roger Demler, Heather Willis, Deb Siefring, Sean Killeen, Eric Johnson, Adam Page, Richard Littlefield, Margo Powicki, Mary Moore, Mike McNulty, 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. 02.06.2023 LBC Meeting minutes voted on.

R. Littlefield to be added to Attendee List

J. Kolb made motion to approve 02/06 Minutes, motion 2nd, all in favor - meeting minutes approved.

2. Chair's report

a) Invoices for approval:

-Beacon Architectural Associates

Invoice #20-784-2023-01 - \$29,172.50

Architectural Services through the month of January

J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved

-WSP

Invoice #1272532 - \$1,750

Commissioning Services through the month of February

Commissioning report had (1) outstanding item

Invoice conditionally voted upon, Payment pending receipt, review, & Approval of Final Commissioning Report

J. Kolb made motion to Conditionally Approve, Motion 2nd, All in favor, Invoice Approved

-Information Networks

Invoice #0003173 - \$3,202.50

Installation & setup of Desktop PCs, Printers, & Server Migration

J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved

-CHA Consulting:

- Invoice #39202-23 - \$10,800

o OPM Services through Feb.

o J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved

-Apex Corp.:

- Payment Application #7- \$44,825.90

o Application for 100% of contract work

- Closeout documentation not yet provided, Payment application to be adjusted to remove \$2,500 for Closeout Documents
- Amount to be voted on: \$42,325.90
- J. Kolb made motion to Approve reduced amount, Motion 2nd, All in favor, Invoice Approved

-Tucker Library Interiors:

- Invoice #9335- \$17,295.18
 - Additional End-Panels
 - J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved
- Invoice #9336- \$4,000
 - Additional Labor Costs
 - J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved
- Invoice #9338- \$945.00
 - Wood Tables (Balance of PO#2018-5)
 - J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved
- Invoice #9339- \$4,566.00
 - Ends & Tops (Balance of PO#2018-6)
 - J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved
- Invoice #9340- \$1,495.50
 - Children's Chairs & Ottomans
 - J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved
- Invoice #9337- \$70,957.84
 - Library Shelving
 - Shelving Installed, Handful of missing parts, (1) 36" bay of shelving to be swapped for a 30" bay
 - LBC Elected to withhold payment of this invoice until outstanding items are delivered
 - Invoice to be resubmitted with missing items deducted
- J. Kolb made motion to conditionally Approve, pending receipt of outstanding items or deduction of outstanding items from Invoice, Motion 2nd, All in favor, Invoice Approved

-Superior Communication Services:

- Quote to wire & Terminate (4) data jacks - \$4,132.25
 - Requested Additional Services
 - J. Kolb made motion to Approve, Motion 2nd, All in favor, Quote Approved

a) Recent Events:

- Skylight Leak
 - Repair work done by Eastfield/Subcontractors
 - Report documenting repair procedures provided by BCG to Town/BAA for review
 - BAA Response issued to BCG
 - New Evidence of Water Infiltration found at Skylight/Flashing above Stair 1 on 03/04/2023
- Elevator Machine Room Leak
 - Letters ongoing
 - BCG On-Site review of Existing conditions on 03/01 with DeBrino, Grace, & Traveler's
 - Shop Drawings to be submitted for BAA's Review
- HVAC
 - Punch-list & Restoration of Finishes Complete
 - Volume Damper at room 106 Return Duct provided at No Cost
 - Final Closeout documentation to be submitted
- AV Installations
 - Ralph Deady & Brendan Waldron Completed AV Installation
 - TVs, Projectors, & Speakers complete
- Commissioning - Nearly Complete
 - Last outstanding item was noise at room 106
 - Damper installed to rectify
- Move-in
 - Move from SCC Complete
 - Staff Organization Ongoing
 - Cable Management at Desks & Workstations ongoing
 - Additional Furniture Found & Delivered on 2/10 to be assembled on 3/8
 - William B. Meyer working to file Claim on Damaged Items
 - Coordination ongoing with Library, Stefura, & Furniture vendors to replace missing items
 - Existing End-Panels: Cut to correct size, Finished, Delivered 2/27
 - Tucker to Install
 - Desks Set-up & Installed
 - Shelving installed at book sale room
- Punch-List
 - CHA Estimating Department Developed Draft Monetized Punch-List
 - BAA & Town reviewed
 - Revisions ongoing
- MBLC Grant
 - Last portion of grant payment outstanding
 - Need to Submit Certificate of Occupancy, Final Narrative, Final Financial Sheet, Final Architectural As-Built Drawings
 - CHA & Liz Anderson working with Lauren Stara to Complete
- Library Opening
 - Target date of 03/20/23
 - Walkthrough with Building Inspector, Fire Chief, & BAA prior to issuance of updated TCO to allow public access to the building
 - Contractor (Or Town if contractor refuses) to make entry to Children's room safe for public use/egress

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 – 4/3/2023

J. Kolb made motion to Adjourn LBC Meeting to executive session at 7:10 PM

Roll Call Vote; Meeting adjourned at 7:10 PM