

Library Renovation Committee Minutes
May 14, 2019

Attending: Bruce Anderson, Joseph Manley, Eric Schoenfeld

Others in attendance: Project Manager Tom Carey, Library Board Chairman Jane Manley

Meeting called to order at 5:07pm.

- 1) **Minutes** of 4/9/2019 accepted as read (Joe/Bruce).
- 2) **Additions to the agenda** None.
- 3) **Public comment:** Jane Manley and Louise Manteuffel made the final choices for bathroom floors, wall tile, and trim. Jane submitted the selections to Tom Carey for inclusion with our architectural drawings. At our June meeting, Tom will present recommendations for bathroom fixtures.
- 4) **Grant Status** Louise M. submitted our grant application to the Northwest CT Community Foundation on April 30th. A week later they asked for more detailed information on the project budget (expenses and sources of revenue), which we provided. They will now consider our application, with a decision expected by the end of June. Our next application will be made to the CT State Library system – a “notice of intent” to apply is due by June 30th. Louise says she will need additional budget and timetable information from Tom. The good news is, we should have a better handle on that by the end of June. We also want to apply for a Union Savings Bank grant. The application period for that opened on May 1st, and runs until the end of July.
- 5) **Project Manager update:** Tom will meet with Warren Zoning Enforcement Officer Stacey Sefcik tomorrow to discuss our application to Planning and Zoning to turn the driveway in front of the library into a one way road, to accommodate our new handicap-accessible entrance. We hope the application will go before P&Z at their “plan of conservation development” meeting on May 28th, so we can get a decision at the regular P&Z meeting on June 11th. Tom says he hopes to have the completed, detailed construction drawings from architect Greg Grew by our next meeting on June 11th, and we can then go out to bid on the ADA renovations. Tom presented the committee a proposed budget for the ADA renovations. Tom also put together a draft RFP (Request for Proposal) for design and build of our mechanical (HVAC) systems. Tom will talk to Craig Nelson about how to proceed with that RFP (put it on the town website, put it in the newspaper, etc.)
- 6) **Next steps:** 1) Receive and review detailed construction drawings from the architect. 2) Solicit competitive bids for the ADA renovations. 3) Get approval from P&Z on our application to make the driveway a one-way road. 4) Disseminate RFP for design/build of the mechanical systems (HVAC).

Meeting adjourned (motion by Eric/Bruce) at 6:10pm

Next regular meeting: **Tuesday, June 11th at 5pm** at the library

--Submitted by Eric Schoenfeld