

Library Renovation Committee Minutes
September 10, 2019

Attending: Bruce Anderson, Joe Manley, Eric Schoenfeld, Library Director Louise Manteuffel, Library Board Chairman Jane Manley

Also attending: Warren First Selectman Craig Nelson

Meeting called to order at 5:01pm.

1. **Minutes** of 8/13/2019 accepted as read (Joe/Bruce).
2. **Additions to the agenda:** None
3. **Public comment:** None
4. **Project Manager update:** Tom Carey was unavailable, but Joe Manley says he recently spoke with the architect, Greg Grew, who has received our comments on the preliminary construction drawings, but has not yet completed the final drawings. Greg is scheduled to meet with Tom C. next Tuesday. After that, Tom should be able to put together a bid package for the ADA renovations.
5. **Electrical update:** Craig Nelson says High Wire Electric (Derek Westfall) examined the current setup and submitted a bid for a new three-phase, 200 amp electric service. We only need a single-phase system, so Craig will ask him to revise the estimate. In any case, this is a small project and it appears the price will be well below the threshold for competitive bidding. We need to upgrade the electrical system before undertaking any HVAC renovations.
6. **Grant update:** Our grant application was submitted to the State Library system at the end of August, and we expect a decision in November. Louise M. expressed confidence that the grant will be approved. Following State Library approval, the grant would then go to the State Bonding Commission to be funded, generally one-to-three months later. Bonding commission rules say we cannot put the ADA renovation project out for bids until we have a contract with them, which means it's unlikely we'll be able to solicit bids before January, 2020 at the earliest.
7. **Next steps:**
 - a. Upgrade the electrical service.
 - b. Get final construction drawings from the architect.
 - c. Tom C. to create the bid package for the ADA renovations.
 - d. Refine the RFP for the HVAC project, adding more specificity.
 - e. Await grant approval from the State Library.

Meeting adjourned (motion by Eric/Joe) at 5:30pm

Next meeting: **Tuesday, October 8th at 5pm** at the library

--Submitted by Eric Schoenfeld