

Library Renovation Committee Minutes
October 8, 2019

Attending: Bruce Anderson, Joe Manley, Eric Schoenfeld, Library Director Louise Manteuffel, Project Manager Tom Carey, Warren First Selectman Craig Nelson, Library Board Chairman Jane Manley

Meeting called to order at 5:07pm.

1. **Minutes** of 9/10/2019 accepted as read (Joe/Bruce).
2. **Additions to the agenda:** Motion (Eric/Joe) to add HVAC status. All approved
3. **Public comment:** None
4. **Project Manager update:** The committee reviewed the final construction drawings from architect Greg Grew. The following notes will become an addendum to the drawings:
 - a. We will remove the "skirt panels" under the sinks in each lavatory and replace them with padding. Skirt panels make it more difficult to service the sinks, and it was our intention that they not be included.
 - b. Where the drawings talk about replacing the front sills, we will add the words "where needed."
 - c. We will include instructions in the bid documents specifying that a temporary entrance to the building must be provided while renovation work is ongoing, and describing the requirements for the temporary entrance.
 - d. We will specify the make and model of exhaust fans for the lavatories.Tom also submitted a bid package for ADA renovations to Craig N. for review.
5. **Electrical update:** Craig Nelson says the Town is contracting with High Wire Electric (Derek Westfall) to provide a new 240-volt, 200amp electrical service, with a new meter outside the library building and a completely new service panel inside.
6. **HVAC status.** During an unexpected repair of the boiler recently, we were advised that the boiler is unlikely to make it through the winter. If the boiler goes during the winter, the Library would have to shut down. The Committee decided, and the First Selectman concurred, that we need to proceed with the installation of a new HVAC system before we undertake the ADA renovations. Tom Carey says we can do the HVAC work once the electrical upgrades are complete. We asked Tom to prepare an updated HVAC Request for Proposal (RFP) document, specifying propane as our preferred fuel, three heating/cooling units upstairs and one downstairs, and adding a small water heater. Tom will expedite getting the new RFP to the Selectmen, so it can be publically posted. The bid period will remain open for 30 days.
7. **Grant update:** Many thanks to Louise M. for dealing with the State Historic Preservation Office (SHPO). Because our building is more than 50 years old, we needed SHPO to certify that the building is merely old and not of historic significance. Louise worked with Todd Levine of the SHPO, and received the certification. We await State Library approval of our grant request.
8. **Next steps:**
 - a. Complete the electrical service upgrade.
 - b. Tom C. to prepare revised RFP/bid package for HVAC renovations.
 - c. Town to officially post HVAC bid package.
 - d. Craig N/Board of Selectmen to review bid package for the ADA renovations.
 - e. Await grant approval from the State Library.

Meeting adjourned (motion by Joe/Eric) at 6:32pm

Next meeting: **Tuesday, November 12th at 5pm** at the library.

- Submitted by Eric Schoenfeld