

Library Renovation Committee Minutes
November 12, 2019

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

Meeting called to order at 5:00pm.

1. **Minutes** of 10/8/2019 accepted as read (Joe/Bruce).
2. **Additions to the agenda:** First Selectman-elect Tim Angevine was formally introduced to and welcomed by the Committee. We spent a bit of time bringing Tim up to speed on the history of the renovation project.
3. **Public comment:** None
4. **Project Manager update:** We confirmed for Tom Carey that the HVAC bid package has been formally posted and the deadline for submission of bids is December 3rd at 12:30pm. Tom noted that we know of at least three serious bidders, and at least a couple of others have expressed interest. Joe M. has also suggested additional companies that may be contacted. Tom says that from the opening of bids, we're probably looking at another four-to-six weeks to interview and select the winning bidder and sign off on a detailed HVAC design package.
We presented Tom with a short list of minor changes/corrections/details that will become an addendum to the ADA bid package.
Tom raised some questions about the glazing/tempering on the exterior windows, and whether we will need to address that as the renovations move forward.
Tom also raised a concern about the current set-up of the "I-T room" (i.e., closet), and will come up with a plan to protect the Library's I-T equipment while also providing access to the attic for installation of ductwork, etc.
5. **Electrical update:** Craig Nelson says Eversource is scheduled to finish running cables and installing the new electric meter on Monday, and High Wire Electric should be able to install the new junction box and wrap up the project either the same day or shortly thereafter. The Eversource work will require briefly shutting off electric service to the Library, which is why it is scheduled for a Monday, when the Library is closed.
6. **HVAC bid update:** This was covered in the Project Manager's report, above.
7. **Next steps:**
 - a. Complete the electrical service upgrade (next week).
 - b. Open HVAC project bids/interview and select winning bidder
 - c. Tom C. to create plan for I-T closet.
 - d. Await grant approval from the State Library.

Meeting adjourned (motion by Eric/Joe) at 5:40pm

Next meeting: **Tuesday, December 10th at 5pm** at the library.

- Submitted by Eric Schoenfeld