

Library Renovation Committee Minutes
December 10, 2019

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

Meeting called to order at 4:37pm.

1. **Minutes** of 11/12/2019 accepted as read (Bruce/Joe).
2. **Public comment:** None
3. **Project Manager/HVAC bid update:** (Note: this was originally listed on the agenda as two separate items, but it made more sense to combine them). We had a lengthy discussion of the five bids received for the library HVAC package. The committee was able to narrow down the finalists to the two low bidders, L&L Mechanical and Siddall Heating & Cooling. L&L is proposing a propane solution, while Siddall proposes an all-electric configuration. Tom Carey will follow up to get a cost analysis for electric vs. propane. Also, the L&L bid did not include a performance bond, where Siddall did. Tom will find out how much a performance bond would add to the L&L bid. It was also noted that one of the finalists is a resident of Warren; we do not believe there is currently a policy in place that gives priority/preference to town residents in the bidding process, but we will double check that.
4. **Grant update:** Louise M. will be submitting receipts for the completed electrical upgrades to the Northwest CT Community Foundation for reimbursement from our grant. The State Library has approved our request for a \$49,400 grant. The approved grant must now go before the State Bonding Commission for funding. There is no word yet when the Bonding Commission will meet. We cannot have the town post a bid request for ADA renovations until the Bonding Commission has approved our funding, and the State Library has okayed the bid package.
5. **Additions to the agenda:** Committee chairman Bruce Anderson secured a bid from John Meeker, Jr. (Low Voltage Solutions) to relocate our I-T cabling and equipment in the "I-T closet" and put it in a secure cabinet in the same area to protect the Library's I-T equipment while also providing access to the attic for installation of ductwork, etc. We will present the bid to the Selectmen for approval.
6. **Next steps:**
 - a. Tom Carey: Get questions answered from two low bidders on HVAC project (regarding cost for electrical vs. propane, and performance bond).
 - b. Committee to present its recommendation to Board of Selectman for winning HVAC bidder.
 - c. Town to notify winning bidder/Get detailed HVAC design from successful bidder
 - d. Louise M.: submit request to NW CT Community Foundation for grant funds.
 - e. Tom C.: Provide copy of ADA bid package for State Library Board
 - f. Eric: Ask Selectmen to approve \$600 for relocation and protection of gear in library I-T closet.

Meeting adjourned (motion by Joe/Eric) at 5:27pm

Next meeting: **Tuesday, January 14th at 5pm** (back to our regular time) at the library.

- Submitted by Eric Schoenfeld