

Library Renovation Committee Minutes
April 9, 2019

Attending: Bruce Anderson, Joseph Manley, Eric Schoenfeld

Others in attendance: First Selectman Craig Nelson, Project Manager Tom Carey, Library Director Louise Manteuffel, Library Board Chairman Jane Manley

Meeting called to order at 5:00pm.

- 1) **Minutes** of 3/12/2019 accepted as read (Joe/Bruce).
- 2) **Public comment:** Louise Manteuffel told the committee she has set a hard deadline of April 27th for information to be submitted for our grant application to the Northwest Connecticut Community Foundation. Louise will then submit the completed application by the April 30th deadline. Craig Nelson said the Region 6 school board met last night and we believe they approved our request to turn the driveway in front of the library into a one-way road. We expect formal notice of approval soon. Craig also said he spoke with Warren Volunteer Fire Chief Ted Pettit, and they agree that the driveway should run one-way counter-clockwise around the existing island.
- 3) **Additions to the agenda:** None.
- 4) **Project Manager update:** Tom provided two additional sets of the initial concept drawings from our architect, Greg Grew, along with a newly-created site plan, showing the library, driveway and the Warren school. Tom says that according to the surveyor the driveway should still be roughly 20 feet wide after the bump-out for the handicap accessible entrance. We will need to update the site plan to include our plans for parking, which will have to go to the Planning and Zoning commission. Tom submitted the invoice from Greg Grew for the next phase of his work, a set of detailed construction drawings. Tom presented recommendations for LED lighting, hot-air hand driers and exhaust fans in the renovated bathrooms. He recommends electronic sensor/auto-shutoff faucets, fiberglass panels over drywall for the walls, and he supplied samples for the bathroom floors and trim. We want to be able to present our specs to the architect so he's not left to make those choices without our input.
- 5) **Next steps:** 1. Pay the architect's invoice. 2) Get detailed contract drawings from the architect, including sequence of construction, so we can go out for bids. 3) Look at zoning regulations regarding parking, update site plan, and make application to Planning and Zoning in time for their next meeting on May 14th. 4) Create RFP for design/build of the mechanical systems (HVAC).

Meeting adjourned (motion by Eric/Bruce) at 5:55pm

Next regular meeting: **Tuesday, May 14th** at 5pm at the library

--Submitted by Eric Schoenfeld