

Library Renovation Committee Minutes
June 11, 2019

Attending: Bruce Anderson, Joseph Manley, Eric Schoenfeld

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

Meeting called to order at 5:02pm.

1. **Minutes** of 5/14/2019 accepted as read (Joe/Bruce).
2. **Additions to the agenda** None.
3. **Public comment:** Jane Manley noted that the Planning and Zoning Commission would be taking up our request tonight to turn the driveway in front of the library into a one-way road, as part of our ADA entryway renovations. Earlier in the day, Jane invited Library board members to attend the meeting in a show of support.
Louise Manteuffel updated us on the status of grant applications for the library renovations. We are awaiting a decision from the Northwest Connecticut Community Foundation on our completed grant application. We expect a decision by the end of June or beginning of July, but the Foundation still wants to see competitive bids when they come in.
We have filed our Notice of Intent to apply for a grant with the state library system. They have acknowledged our letter of intent. It appears Louise and one other representative (in all likelihood, Eric S.) will be required to attend a workshop on the grant application process.
4. **Project Manager update:** As noted above, Tom C. will go before the Planning and Zoning Commission tonight to seek approval for turning the driveway into a one-way road. Tom has already gone over the construction drawings with Warren Zoning Enforcement Officer Stacey Sefcik.
We expect to receive the completed, detailed construction drawings from architect Greg Grew by the end of the week. If we do, we will present them at the next Board of Selectmen meeting on Tuesday, June 18th, to get final approval and go out to bid on the ADA renovations.
The RFP (Request for Proposal) for design and build of our mechanical (HVAC) systems is online on the town website:
https://www.warrenct.org/sites/warrenct/files/uploads/notice_of_bid_june_2019_0.pdf and notice has been published in the newspaper. Deadline for bids is July 1st.
5. **Next steps:** 1) Receive architect's detailed construction drawings and review them with the Board of Selectmen for final approval. 2) Create lists of interested parties who should be encouraged to bid on HVAC and ADA projects (Tom/Joe/Bruce). 3) Put together bid package for the ADA renovations (Tom C.). 4) Work with town officials to disseminate ADA bid package. 5) Work with town officials to determine winning bidders for ADA project and design/build of mechanical systems (HVAC) and award those contracts.

Meeting adjourned (motion by Eric/Joe) at 5:37pm

Next regular meeting: **Tuesday, July 9th at 5pm** at the library

--Submitted by Eric Schoenfeld