

Library Renovation Committee Minutes
July 9, 2019

Attending: Bruce Anderson, Joseph Manley, Eric Schoenfeld

Others in attendance: Project Manager Tom Carey, Library Director Louise Manteuffel, Warren First Selectman Craig Nelson

Meeting called to order at 5:00pm.

1. **Minutes** of 6/11/2019 accepted as read (Joe/Bruce).
2. **Additions to the agenda - HVAC update:** No bids were received by the July 1st deadline. While this is disappointing, it is by no means catastrophic. We know there are at least two HVAC contractors who wanted to bid on the project, but ran out of time. Another contractor did a walk-through of the library recently with Tom Carey. And Joe M. says there are a couple of additional contractors who have expressed interest. Craig N. says the town will re-post the request for bids, probably around the end of July, and we expect a better response at that time. It should also be noted that the HVAC work is our second priority; we intend to solicit and award bids for the handicap-access and bathroom renovation work first.
3. **Public comment:** Louise M. was happy to report that the Northwest CT Community Foundation has awarded the library a \$7-thousand grant to go toward the handicap-access renovations (We had asked for \$14K).
Louise has begun work on our next grant request, to the State Library system. A lot of additional documentation is required for that grant application, and in coming days, Louise will be contacting members of the committee, the library board, town officials and Tom C. to answer questions and provide documentation (including budgets, timeline, copy of the deed to the library, fire safety evaluation, etc.) Deadline for submission of our grant request is Aug. 31st. As part of the grant request, we will need to add a fireproof book-drop box to the library. Louise will provide samples to Tom C. who will add it to his to-do list.
4. **Project Manager update:** While we have received a set of working plans from the architect, we are still waiting for completed, detailed construction drawings, which are now significantly overdue. Tom is pressing architect Greg Grew to get them finished. As soon as we have them, we can go out to bid on the ADA entryway and bathroom renovations. This is the next critical step in the renovation project.
We received approval from the Planning and Zoning Commission to turn the driveway in front of the library into a one-way road.
The new HVAC system will require an upgrade to the library's electrical service. Tom will create a separate bid package for the electrical work at the appropriate time.
5. **Next steps:** 1) Receive and review architect's detailed construction drawings. 2) Put together bid package for the ADA renovations (Tom C). 3) Assist Louise M. in completing state library grant application in advance of the Aug. 31st deadline.

Meeting adjourned (motion by Joe/Eric) at 5:53pm

Next regular meeting: **Tuesday, August 13th at 5pm** at the library

--Submitted by Eric Schoenfeld