

Library Renovation Committee Minutes  
August 13, 2019

Attending: Bruce Anderson, Eric Schoenfeld, Library Director Louise Manteuffel

Regrets: Joe Manley

Also attending: Warren First Selectman Craig Nelson

Meeting called to order at 5:00pm.

1. **Minutes** of special meeting of 7/23/2019 accepted as read (Bruce/Eric).
2. **Additions to the agenda – Grant update:** Grant application is due by August 30<sup>th</sup>. A few documents are still needed, including an engineer's certification that the building is structurally sound. Craig Nelson says engineer Jim DeStefano will tour the building on Friday morning (8/16) to make that determination. State Library system will vote on grant applications in November. If approved, grant then goes to State Bonding Commission for funding, generally one-to-three months later. Bonding commission rules say we can't put the ADA renovation project out for bids until we have a contract with them, which means it's unlikely we'll be able to go out for bids before January, 2020. Also, because of state rules, we have lowered the amount we're requesting in the grant to \$49,400.
3. **Public comment:** None
4. **Project Manager update:** All our comments on the preliminary construction drawings, including those of the Fire Marshal, were forwarded to architect Greg Grew. He expects to finish the final construction drawings by the end of the month. Craig Nelson reports that, with the help of Jim Schultz, we were finally able to locate the electric meter for the Library building. It is in the furnace room of the Warren Elementary school. We will require a new, fully upgraded electrical service before we can move forward with HVAC renovations. It has been suggested that we run a new line underground from the electric pole to the Library building, and install a new meter on the outer wall of the library.
5. **HVAC update:** We will hold off on re-posting the bid package for the HVAC upgrades until we have upgraded the electrical service. It's likely the electrical upgrades will come in well below the \$10,000 threshold for competitive bids. Craig N. will seek a preliminary cost estimate.
6. **Next steps:** 1) Our highest priority is to complete and submit the State Library grant application well ahead of the August 30<sup>th</sup> deadline. 2) Upgrade the electrical service. 3) Receive architect's final construction drawings and prepare bid package for ADA renovations.

Meeting adjourned (motion by Eric/Bruce) at 5:25pm

Next regular meeting: **Tuesday, September 10<sup>th</sup> at 5pm** at the library

--Submitted by Eric Schoenfeld