

Library Renovation Committee
August 14, 2018
Special Meeting Minutes

Attending: Bruce Anderson, Joseph Manley, Eric Schoenfeld, Craig Nelson (ex-officio)

Public: Jane Manley (Warren Library board chairman), Louise Manteuffel (Library director), Tom Carey

Meeting called to order at 5:03pm.

- 1) Motion (Joe/Eric) to accept minutes of special meeting of 7/31/18. All approved.
- 2) Update on status of LoCIP funds: The state has provided town of Warren with an account number for the library renovations. Town will spend money and then submit the receipts for reimbursement. If all LoCIP funds are not spent within this fiscal year, we will **not** have to seek reauthorization from state, nor will we have to go to another town meeting to continue spending the approved funds (per Craig Nelson).
- 3) Status of emergency exit staircase project: Joe M. needs to get and approve drawings from Jeff Fleet to make sure they comply with town building codes. Our intention is that the project should also include blocking off the window adjacent to the exit staircase.
- 4) Committee heard a presentation from Tom Carey of Thomas Custom Builders, LLC. Carey is an experienced Project Manager and Construction Supervisor who has worked on a number of municipal and commercial projects, and is knowledgeable about ADA requirements. Carey discussed the pros and cons of having a construction manager to oversee getting design drawings, soliciting bids, dealing with building trades-people, etc.
- 5) The committee had further discussion about the concept of hiring a construction manager to keep the project moving forward. Part of the discussion centered on budget concerns, part on adding to the scope of the project to deal with various exterior doors in need of repair, and part on the need to have regular communication with library staff, to make sure their ideas are solicited and their concerns are addressed.
- 6) Next steps: Eric will represent the committee at the next Board of Selectmen meeting on Aug. 21st, and will propose that the Selectmen hire a Construction Manager to oversee the day-to-day operations of the Library renovation project.

Meeting adjourned (motion by Eric/Joe) at 5:56pm

Next regular meeting: September 11th at 5pm in the Library.

--Submitted by Eric Schoenfeld