

Library Renovation Committee  
Minutes – January 11, 2022

Attending: Bruce Anderson, Joe Manley, Eric Schoenfeld, Library Director Louise Manteuffel, First Selectman Greg Lacava, Library board chairman Jane Manley, Selectman Tim Angevine

Not attending: Project Manager Tom Carey

Meeting called to order by Bruce Anderson at 5:07pm.

1. **Minutes of 12/14/21 meeting:** Motion to approve by Joe/Eric. All approved.
2. **Additions to the Agenda:** None.
3. **ADA project update:** AVT Construction has completed their part of the project and submitted their final invoice to the town for payment. Payment of the invoice allows the town to request the final installments of our State Library and LoCIP grants.  
The kitchenette is now complete, with the addition of coat racks and overhead lighting. Jim Schultz installed the light fixtures and reattached the outdoor lights and electric meter on the front of the building.  
The Fire Marshal still requires three or four exit signs and emergency lighting. As our landlord, the town has that responsibility, and Greg Lacava is on the case. There also appears to be an issue with the thermostat for the main stack area, and Greg will follow up with the contractor who installed the HVAC system.  
We need a “maximum occupancy” sign in the Community Room (max. occupancy is 49). Jane Manley says the library team will handle that.  
Tom Carey is supposed to put safety film on exterior windows, switch the door to Louise’s office with the adjacent one in the vestibule which has windows, and turn the upside-down door hinges right-side up. That will complete Tom’s involvement in the project. Since he did not attend this meeting, Joe M. will follow up with Tom to remind him.  
The town Public Works team (Josh Tanner) has been asked to add a handicapped parking sign in the appropriate spot, and we’d like “no parking” striping painted on the driveway across from the new library entrance. That will need to wait for better weather, as will the installation of the new book return drop box, which may require pouring of a concrete pad.
4. **List of future projects:** The committee approved the following list of future projects, to be submitted to the Board of Selectmen at their next meeting on January 18<sup>th</sup>:
  1. **New siding for the remaining sides of the building.** The south side of the building is in the worst shape, and the Selectmen can consider tackling one side at a time, for budgetary purposes.
  2. **Remove the underground oil tank no longer in use.** This tank is buried adjacent to one still in use by the Warren School. The town will need to work with the Region 6 school district to determine whether both tanks should be removed at the same time. If both tanks need to be removed, this may become a school, rather than town project (The school district owns the land).

3. **Excavate, re-grade and add drainage to the corner of the library on the north side of the building** where we experienced seepage and water damage in the past. It might be cost-effective to combine this project with the excavation and removal of the oil tank.
  4. **Remove ceiling tiles in basement** which are rapidly decaying.
  5. **Find a solution to get on-demand hot water into the bathrooms.**
  6. **Add insulation to attic.**
  7. **Install lighting for the “Warren Public Library” sign on the front awning of the building.**
5. **Public comment.** Tim Angevine noted that he is working with Bruce Anderson to secure and install caps to cover the holes from defunct smoke alarms throughout the library.
  6. **Next steps.**
    - Finish the few remaining punch list items and declare the ADA renovation project complete.
    - Submit the list of future projects to the Board of Selectmen.

Meeting adjourned (motion by Joe/Eric) at 5:42pm

**Next meeting:** Tuesday, February 8<sup>th</sup> at 5pm