

SUBJECT TO APPROVAL

MEETING DATE: Monday April 27, 2020

MEETING PLACE: Zoom Videoconferencing

AD-HOC LIBRARY EXPANSION BUILDING COMMITTEE

The regular meeting of the Ad-Hoc Library Expansion Building Committee was conducted Monday, Apr. 27, at 5:30 p.m., remotely, using Zoom Videoconferencing. The public was invited to participate remotely by joining the meeting through Zoom (<https://zoom.us/>). Log-in and call-in details were posted to the Town of Madison website (<https://www.madisonct.org/>) prior to the meeting.

MEMBERS PRESENT: Graham Curtis, Laura Downes, Billy Budd, Henry Griggs, Mark Rolfe, Woodie Weiss and George Noewatne.

MEMBERS NOT PRESENT: None.

OTHERS PRESENT: Nicole Wiles (Library Board of Trustees), Ronald Paolillo (DRA Architects) and Chip Phillips (Colliers International)

CALL TO ORDER: The committee convened at 5:30 p.m.

PUBLIC COMMENT: None.

REVIEW AND TAKE ACTION ON PRIOR MEETING MINUTES:

MOVED: By Henry Griggs and seconded by Woodie Weiss to approve the April 16, 2020 meeting minutes.

VOTE: This motion was approved with all seven committee members present in favor.

APPROVAL OF INVOICES:

- Colliers Project Leaders for \$6,816.00 (Construction Phase Services-March)
- Colliers Project Leaders for \$8,770.70 (Monthly Commissioning Costs-March)
- Connecticut Water for \$372.28 (Fire Protection Bill to 3/5/2020)
- Enterprise Builders for \$136,792.00 (Construction Activities through 3/31/2020)
- Eversource for \$3,430.54 (880 Boston Post Road-April)
- IMTL for \$5,165.00 (Asphalt Coring and Testing)
- Libraries Online, Inc. for \$445.68 (IT Equipment and Accessories)
- Libraries Online, Inc. for \$294.97 (IT Equipment and Accessories)
- Nicoll's Landscaping, Inc. for \$1,992.75 (Snow removal and ice treatment on sidewalks)

- Robert H. Lord Company Inc. for \$71,038.44 (Contracted furniture delivery and installation)
- Robert H. Lord Company, Inc. for \$76,880.34 (Contracted furniture delivery and installation)
- TechSoup for \$975.00 (25 MS Office Licenses)

MOVED: By George Noewatne and seconded by Woodie Weiss to approve the above invoices in the amount of \$312,973.70

VOTE: This motion was approved with all seven committee members present in favor.

CHANGES AND CHANGE ORDERS:

Chip gave the committee an update on the change orders that still need approval.

DRA UPDATE:

Ron said they are working to resolve some of the building official's comments. He was told last week that the Fire Marshall needs a separate application to go to the State Fire Marshall. Ron mentioned that they sent a modification application the beginning of this month for a building code. He talked about the stairs going down from the mechanical room to the original entrance. There is no landing on either side of the door and that is the existing condition he explained. He then mentioned that he had filled out an application for the condition for the State Fire Marshall which is the same process for the Building Inspector. The application goes to the local officials and they review it, approve it and then send it to the State. He was told by the local officials that once they receive the application they will not make anyone wait for the State's response to get their certificate of occupancy. Ron stated that they are tracking down the fire codes that might pertain to the stairs so they can give them to the Fire Marshall. He expects to have that back to them by tomorrow. The other item he discussed was the railings. He said the response back from Waldo was that they didn't shoot the elevations. It is an existing condition. They told Ron that you need railings and what was all that was said. Ron then shared his screen and explained where railings are needed. Railings along the side walk way are needed because of the side pitch. Another railing is needed where the y splits off. The railings can be just hand rails and not guard rails. The railings will be along the side of the walkways that way they are not digging into the pavers. Thursday of last week DRA went through the balancing of the pumps again and did a numbers of other readings and tests. He said based on the email the CES sent the heat pumps have a pressure build up on the heat exchanges on the GEO side. It was explained to him that there was a heat buildup on the exchange on the GEO side and as a result the pumps are overworking to deal with it. Increasing the size of the pumps won't fix the problem Ron mentioned. CES is going make to Ermeck to find out why this is happening, Woodie explained his conclusions when it came to the heat pumps not performing like they should be. Heat pump 1 seems to be the issue. Woodie

recommends increasing the size of the pumps. Ron mentioned to Woodie to put his concerns and suggestions in an email to him and Chip.

FURNITURE, FIXTURES AND EQUIPMENT:

Laura mentioned that the furniture that came in looks great. The spaces in the library look good from a distance she mentioned. She talked about screening and what would need to be installed when the library opens to keep with the social distancing and keeping people at a safe distance. She mentioned that the library is going with Frontier for the phones. Laura mentioned that the FF&E Budget had a third party quote for \$22,000 for the phone system. Frontier is quoting \$14,000 with a 3-year warranty. There would be 32 locations in the library that would have simple phones in all of the programming rooms. If there was an emergency or people did not have a cell phone or bad cell service they can use the phones throughout the library. There will be other phones for the staff on the service desks she mentioned.

MOVED: By Laura Downes and seconded by Henry Griggs to have the library go with frontier for the phones for a price of \$13, 800 which includes installation plus the 3-year warranty.

VOTE: The motion was approved with all seven committee members present in favor.

Laura stated that about 2/3 of the furniture is in the library already. Most of the staff furniture is not in yet though. There is another furniture delivery coming on Wednesday. The chees tables will be manufactured and hopefully built by the end of May.

LANDSCAPING:

Billy mentioned that the landscaping is mostly done. What is left to go is put the grass in where the wall is on the library that does not get damaged by snow. He also mentioned that the east elevation is the only elevation that does not have significant trees or shrubs. You can tell it is the most pronounced because it is so light with plantings. His thought was to take what was left of the trees and shrubs and plant them in that area. There is also room along the driveway where there are other types of plantings already that the left over plantings and shrubs can go possibly. Laura mentioned that the ink berries where supposed to go on the driveway side. There was a discussion of the drainage system on one side of the library where the patio will be installed. The committee was trying to figure out the best way to keep the water from backing up and causing the patio or the brick pavers from being damaged.

SIDEWALKS:

George mentioned that he is trying to set up a meeting with John Ienacco tentatively for the 29 if possible. He stated that if any of the committee members want to go to the meeting to have input they are more than welcome to attend.

ENERGY RELATED:

Woodie mentioned that he had spoken to Dave Herman this morning and he was still waiting for CES to provide him with the balancing numbers for the well field. There was

a conversation with Wayne about who is actually responsible for balancing the well fields. Woodie said that the PV system permits were issued at no charge.

OTHER REPORTS:

Graham had asked if there was any updated on the paving. As of right now there is no update on the square footage Chip stated.

ADJOURMENT:

There being no objection, the meeting adjourned at 7:00 p.m.

MOVED: By Graham Curtis and seconded by Henry Griggs to adjourn the meeting.

VOTE: The motion was approved with all seven committee members present in favor.

Respectfully Submitted,
Kristen Panzo