**Town of Lebanon**

**Jonathan Trumbull Library Building Committee**

**Regular Meeting**

**Town Hall Conference Room**

**Wednesday January 22, 2020 – 7 PM**

**MINUTES**

In attendance: Members: Jim Russo, Chairman; Maggie McCaw; Lisa Matson; Cathe McCall; Vin Shea; Chris Darrow; Matt Earls, Ex Officio; Berkeley Nowosad. Julie Culp;

Board of Selectmen--Kevin Crinkle, Kathleen Smith, Glenn Coutu;

Also, present: Jay Willerup, Betsy Petrie; Jim Gelaspie; Tim Fields;

1.0 Call to Order 7:00

2.0 Public Comment --None

3.0 Consider and act upon the minutes from the January 9, 2020 Regular Meeting.

Motion by Maggie, Second by Vin, Linda Abstain

4.0 Correspondence: None

5.0 Discussions with the Board of Selectman.

Schematic Design (1st phase) is completed and drawings are out for a professional cost estimate and are expected by the end of the month.

Next phase (Design Development Phase) - all drawings, electrical, plumbing, site engineering will be prepared for Owners continual observation and review.

Final Phase (Contract Document Phase) - construction final documents will be compiled with final reviews by Local Town Authorities. Once completed, Drawing Package will be forwarded for a final professional Estimate.

Bid Phase – Specifications and Drawings will be published for competitive public bidding.

Jim Russo compiled a budget summary in April 2019 for the previous Board of Selectman. This document was discussed. Jim would prefer a contingency of 10% of hard and soft costs.

State Historic Preservation Office will be expedited once Site Drawings and Exterior Elevations of Facility are completed.

Further discussion of Septic System and Parking Lot. Per previous direction, parking lot will be designed to contain the maximum number of parking spots. Preliminary sketches indicate 42 spots (2 HC and 40 Reg.)

As concluded, the biggest challenge of the design is the estimated cost. The Committee will have more information next month.

Relocation: We are pursuing two options: Schools- (LMS seems more viable) and the Community Center. JRR commented that if both options are not available, we can phase the construction with the library still occupied.

6.0 Old Business:

6.1 Meeting with the Board of Education --Cathe spoke with Bill Meese the Board of Ed Chair who spoke to Bob Angeli. We need to write to them with address our temporary needs in addition to the two storage classrooms. If we can’t go utilize the space during regular library hours, this location will not work. Maggie will look at the drawings with Matt.

The Community Center programs/Books in LAS Storage. Low Shelves only. We would require an Internet/phone line, Humidifying Equipment in lower level and the Stairs revised.

7.0 New Business:

7.1 Budget Review-Jim will update the budget review per the negotiated Final Architectural Fees.

7.2 New Committee Member: Welcome back Julie Culp

8.0 Review of Design Development Phase of Project.

Jay explained the outside design may be revised with the final parking lot grading and layout.

9.0 Review and Approval of Invoices. - none presented

10.0 Adjournment--

Motion by Berkeley, 2nd by Vinny. Unanimous-motion passed.

Respectfully Submitted

Lisa Matson, Secretary