

Minutes for Meeting of LIBRARY BUILDING COMMITTEE
Monday, November 7, 2022, 6:00 pm via Zoom

Attendees: Elizabeth Johnston, Jim Kolb, Chris Kenney, Brian Connolly, Heidi Doyle, Sean Killeen, Richard Littlefield, Eric Johnson, Roger Demler, Liz Anderson, Margarette Powicki, Jeff Waldron, Alexis Madison Peter Byerly, Mike McNulty, Tom Gatzunis Jr.

By order of Town officials, this meeting will be a virtual meeting and public participation may be limited. Roll call voting is required. Meeting will be recorded.

J. Kolb called LBC Meeting to order at 6:03 PM

1. 10.03.2022 LBC Meeting minutes voted on.

J. Kolb made motion to approve 10/03 Minutes, motion 2nd, all in favor - meeting minutes approved.

2. Chair's report

a) Invoices for approval:

-Apex Corporation:

Requisition #5 - \$7,600

HVAC Ductwork & finishes Installation through October

J. Kolb made motion to Approve, Motion 2nd, All in favor, Requisition Approved

-Ralph Deady Electrical:

- Quote for AV Installations - \$2,010

- Proposal for installation of projectors, speakers, & displays throughout building

- J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved

-Kevin Wittman:

- Quote for Server Migration - \$2,660

- Proposal for relocation of Library server to new building & set-up of all workstations

- J. Kolb made motion to Approve, Motion 2nd, All in favor, Invoice Approved

3. OPM Update

a) Recent Events:

-Schedule Update

▪ 11/9 TCO Target date

▪ Ribbon Cutting Scheduled for 12/18

▪ Robert Evans Mural – Currently in Michigan on large project Pushed out until January to prep and background paint off-hours, detail work to happen during the day

▪ Refrigerators for staff room and catering room were delivered

- Walkthrough with Building Inspector for TCO

▪ List of items to be complete after TCO is obtained prepared by BAA

-Minor leak at skylight identified during major rainstorm event

▪ WJE investigation of leak on-site with Intertek, various issues identified

• Leak at skylight ridge cap

- “wet-glazing” (required per specification) was not installed
 - Report expected from WJE to give direction to Contractor to repair
- R. Littlefield questioned terms of warranty period
 - P. Byerly explained there is a 1-year contractor warranty covering materials & installation, and longer, approximately 3-5 year manufacturer’s warranty covering the material or assembly only
- R. Littlefield noted disturbance that skylight passed test and is now failing under natural conditions
 - M. Brown explained that testing effort was of representative areas, not the entire system
 - R. Littlefield noted concern with “playing whack-a-mole” with leaks for several years
- Elevator Machine Room Leak
 - Leak at elevator machine room identified
 - Investigation with Subcontractors ongoing
 - BCG Spraying area with hose
- Ceiling in basement corridor 002
 - Installation ongoing now that ductwork has been completed in that area
 - Exit sign to be installed
- Carpet Tile
 - Installation expected to begin tomorrow
 - 8-Day full duration
 - Mid-week completion next week
 - E. Johnston questioned the possibility of weekend work to increase installation time
 - M. McNulty noted this is likely possible, but would result in increased costs due to overtime pay
 - S. Killeen noted the chance for decreased productivity during the week due to the guarantee of overtime on the weekend
- HVAC ductwork installation complete in the basement
 - Finishes patched
 - Return installed at corridor 002
 - Floor Grilles installed
 - Fire-stopping at fire-rated penetrations required
 - Sealing of leaks in ductwork identified by WSP to be corrected
- MV Electrical
 - ADA Exit-Signs installed
 - (1) sign in multi-purpose room installed at incorrect door, to be swapped
 - Bollard lights removed & made-safe at patio stairs to allow for concrete footings to be lowered
- Signage installation
 - Signs could not be cut as expected, BCG Looking into alternative options
 - BI approved temp signage for TCO
- FiveStar
 - Missing Flooring Transition Strips installed by FiveStar
 - Drywall patching at ceilings surrounding new exit sign installation
- HVAC System balancing ongoing
 - Reconnection of controls devices disconnected during abatement ongoing
 - Few to be replaced, looking to expedite long-lead items
 - Startups of major systems with WSP & manufacturers reps, working on balancing, then Owner-training will be scheduled
- Commissioning effort ongoing, regular meetings scheduled.
- All documentation for TCO required by design team
 - All required permits & Documents & affidavits

- Assembly permit required for occupancy, not TCO
- Move-in Coordination
 - Meetings as needed, Stefura to spearhead, and working with Tucker & William B. Meyer to coordinate scheduling of move
 - Tucker to install shelving, working on resequencing FFE installation due to slip in carpet installation schedule
 - CHA Meeting with Stefura tomorrow to discuss move-in schedule
- December 18th Ribbon Cutting Event
 - Invitation Drafted
 - Program Drafted
 - Confirmation on date required, if cannot be met, need to know ASAP, or will postpone until July due to Holidays
 - Decision to be made by
 - Liz Anderson to be appointed Interim Library Director
 - Elizabeth Johnston's last LBC meeting as Director
 - Thank You Elizabeth!! 😊

b) Budget Update

- CHA working on updated budget sheet
 - Budget sheet update will be available for Thursday Budget meeting

c) New Business

4. Proposed date of next LBC virtual meeting – 12/05/2022

J. Kolb made motion to Adjourn LBC Meeting to executive session at 6:35 PM
Roll Call Vote; Meeting adjourned at 6:36 PM