

Building and Grounds Committee Minutes, 5-10-16

Present: Starr LaTronica, Lindsay Bellville, Jane Southworth, Elizabeth Tannenbaum, Jenny Rowe, Paige Martin, Robert Stack, Christine De Vallet, Jeanne Walsh, Leslie Markey, Pamela Becker
Absent: Prudence McKinney

Agenda changes: Steve Horton was unable to attend the meeting so there was no report about project cost and sequence.

Minutes of 4/19/16 were approved.

Old Business: Starr reported that town attorney Bob Fisher reviewed the contracts for Steve Horton and Chip Greenberg and that he suggested one revision which has been made.

New Business: Chip Greenberg, project architect, reported on the small group meetings that he has had with library staff to finalize the plans. He will use their feedback to make changes in the drawings.

A major change in the plan was to flip the Y/A room and the Technical Services room. A wall that is partially diagonal will divide these spaces.
There was discussion about the needs of the teens and how they may potentially use the space.

Next steps:

Chip will ask staff to inventory the content needs of each area so he'll know if there are any space problems. He will have a deadline for this feedback. (Not for the main 1st floor reading room.)

If shelving is to be built-in, it is in the scope of the contract.

He will consolidate information from the meetings into drawings and descriptions. These will be circulated amongst the staff and he will get approval on basic details. (shelving, equipment, etc...)

These details are needed to make the schematic designs and the budget for Phase 1 of the plan. Chip's goal is to have this done in one month.

Chip said that it would be good to have a Construction Manager involved soon in the process. A discussion ensued about what that person's role is. Pam, Robert and Starr wondered about an overlap with Steve Horton's role. They thought he said that our building project was small and that he would oversee the bidding process. We will clarify this with Steve at our next meeting.

Meeting adjourned at 9:15.

Next Meeting Date: May 25 at 8:00 AM

Minutes submitted 5/13/16 , by PJB