

Brooks Memorial Library

Minutes for Buildings and Grounds Committee

Thursday, September 8, 2016

Meeting called to order at 8AM.

Committee members in attendance: Starr LaTronica, Lindsey Bellville, Paige Martin, Leslie Markey, Prudence McKinney, Christine DeVallet, Elizabeth Tannenbaum, Jane Southworth, Jenny Rowe, Pamela Becker

Absent: Jeanne Walsh, Prudence McKinney, Robert Stack

Also in attendance: Chip Greenberg, project architect; Anthony Girard, construction manager

Absent: Steve Horton, project manager

1. No agenda changes or additions

2. No public comment

3. Minutes of 8/24/16 approved

4. Old Business -

- Permit application update - We have all the necessary permits. Starr will send a copy to members of the committee who would like to have one.

5. New Business -

Technology updates for meeting room -

- Discussion about what is the responsibility of the owner (BML) and what the subcontractors will do. They will install junction boxes and conduits at end user points. Any **changes** in the wiring and conduits are our responsibility to arrange for and pay for. There is a new IT person for the town and Starr will consult with him on 9/23.
- AV equipment needs will be addressed sooner so there is coordination with the work in the room.

NEXT ACTION:

- Paige will consult with Roland and Cor from BCTV about AV equipment (i.e. projector,) and will give a list of what is needed to Starr.

Carpet selection for Children's Room -

- Discussion about selecting a product that will meet the needs of that room's particular use. (i.e. children sitting on the floor.) By the end of next week we expect to know which flooring subcontractor has been selected from those who bid on the job. A rep will provide samples and the Design Committee for that space will look at them to see if there is one that meets the requirements for durability. If there is a need for a more expensive product than was budgeted for, Anthony said that an owner's contingency clause in the contract should cover a higher cost.

A 2 week notice for when carpet will be installed will be given so groups can be notified.

- There was a discussion about everyone getting information at the same time and also about understanding the Specification Document. Chip and Anthony both expressed willingness to “interpret” for those who have questions about that document.

NEXT ACTIONS:

- Anthony said that he would like to meet with members of the Design Committee who are overseeing the selections for each designated space.
- Anthony will share a list of the possible subcontractors.
- Chip will send emails with updates to all members of the committee. Individuals can email a response, (to Chip only,) with questions and suggestions.
- The Construction Committee, (Starr, Jane and Jenny, who is filling in for Robert,) will begin meeting weekly for 30 minutes, on Thursdays at 8 AM with Peter and/or Anthony from GPI to assess the progress and preview the next stage of the process.
- Anthony will provide a new timeline for the project once all of the subcontractors have been selected.

6. Meeting adjourned - 9:25AM

NEXT MEETING - Thursday, September 22, 8:30AM