

**Brooks Memorial Library
Minutes for Buildings and Grounds Committee
Thursday, September 22, 2016**

Meeting called to order at 8:30AM.

Committee members in attendance: Starr LaTronica, Paige Martin, Christine DeVallet, Elizabeth Tannenbaum, Jane Southworth, Jenny Rowe, Pamela Becker

Absent: Lindsey Bellville, Leslie Markey, Prudence McKinney, Robert Stack

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

1. No agenda changes or additions
2. No public comment
3. Minutes of 9/8/16 approved

4. Old Business -

- Construction Committee Meeting - This committee met for the first time today from 8:00-8:30 and will now meet on a weekly basis. (Present today: Jane Southworth, Jenny Rowe, Anthony Girard, Chip Greenburg, and Steve Horton). The charge of this smaller group is more technical. Their tasks are to review progress of the previous week; look at the work schedule for the following week; visit the site(s) of work in progress; review invoices. It was noted that a record should be made of what is discussed at these meetings. Next week someone from the architect's office will take notes.

NEXT ACTION: Once a month, invoicing will be done by Anthony based on % of work done, materials on site, and % of work yet to be done. He will send these to Chip for a "pencil rec" and then they will be sent to the Construction Committee for review.

- Meeting Room AV equipment update - Paige and Starr reported that AV equipment has been ordered, (including a new projector and mount.) Starr also said that she will do a walk through of the building today with the new town IT person; Matt Wojcik, BML's newly hired computer tech librarian, will accompany them.
- Anthony reported that the progress in the Meeting Room and Art Storage Room is proceeding on schedule. He expects the Meeting Room to be completed by the end of September and the Art Storage room in 3 weeks. Paige asked about the selection and ordering of chairs for the Meeting Room.

NEXT ACTION: Chip will try to facilitate obtaining chair samples from vendors.

5. New Business - Review of the revised GPI Construction Budget - Anthony presented the revised budget based on his completed selection of subcontractors. Rather than by work zones, as in the previous version, this budget is divided by materials and line items with a schedule of values. He reviewed the budget with the committee and various items were discussed:

- It was decided that the Library Shelving Units 1,2,3, under the Furnishings heading, will be purchased by the Library rather than by GPI as a way of saving money. (* The shelves will still cost approximately \$5000 from library budget.)
- - Alternate 4, the interface carpet for the Children's Room, is to be included.
- That leaves this budget at \$245,308 GMP (guaranteed max price). Steve is going to "run the numbers" on the whole budget for us to look over and decide about other Alternates. (Alternate 1, the Main Reading Room and Security Gates, and Alternate 3, the sink in the Tech Services Room. See Next Action below for info about Alt 2.)

The budget was approved by the committee. "So far, so good!" was the consensus.

NEXT ACTIONS:

- Anthony will share a new time line for the project.
- Starr and Steve will both look into whether the replacement of the Electric Panel by the elevator, (Alternate # 2 of the budget,) can be paid for out of the Building Maintenance Budget.
- Steve will study the budget, run the numbers, and share information with the committee.

6. Meeting adjourned - 10:00AM

NEXT MEETING - Thursday, October 13th, 8:30AM