

Brooks Memorial Library
Buildings and Grounds Committee Minutes
August 24, 2016

1. Call to order at 8 AM

Committee members in attendance: Starr LaTronica, Lindsey Bellville, Jeanne Walsh, Paige Martin, Leslie Markey, Prudence McKinney, Christine DeVallet, Elizabeth Tannenbaum, Jane Southworth, Robert Stack (for the start of the meeting,) Jenny Rowe, Pamela Becker

Also in attendance: Chip Greenberg, project architect, and Steve Horton, Anthony Girard

2. Agenda changes or additions - Anthony Girard, Construction Manager from GPI will share a schedule proposal.

3. Public Comment - none

4. Minutes of 8/11/16 were approved.

5. Old Business -

- Steve Horton reported on the decision to have the meeting room floor encapsulated, sealed and then covered with new tiles rather than have the asbestos tiles removed. Peter Elwell, town manager, approved this choice. This will save approximately \$2500 in project costs.
- A permit for the entire renovation project has been submitted to Brian Johnson, Assistant State Marshall.
- Work in the Meeting Room is scheduled for Sept. 6th - 21st. There was discussion about needs of wiring for technology in the room.
- The Design Committee has already selected the choice for linoleum to be used in the new meeting room floor.

NEXT ACTIONS:

- A committee of BML staff members, Chip Greenburg and Anthony Girard will convene to discuss and decide on technology plan for the meeting room.
- Anthony Girard is putting the flooring project out to bid.

6. New Business -

- The list of possible cuts to plan, made by staff to reduce costs, was discussed. Chip Greenburg suggested not reducing the scope of the work at this time. Decisions about items on the list should not be made until the pricing by sub-contractors is in. We can then prioritize any possible cuts. After discussion, the committee agreed to his suggestion.
- Anthony Girard has already been walking contractors through the site to begin to get bids and awaiting the finalized specs to understand if there are any cost problems.
- Schedule Spreadsheet - Anthony Girard gave committee members a proposed sequencing and timing for construction in the work zones. The timeline extends from September 6th - December 8th. He talked about the reasons for the sequencing and the overlaps in that sequencing. After discussion, a change in that plan was made to have the Art Storage work done prior to the Tech Services Room so that staff has a space to move to. The work

hours for construction are from 7:30 AM - 4PM; as much as possible, “noisy” work will be done in the AM hours before the library opens.

NEXT ACTION: Anthony wants to schedule a meeting with some staff members and the project superintendent, Peter Lawrence, to make logistical plans. This includes having a GPI storage unit and dumpster on site. (Probably at the Municipal Building parking lot level.)

Meeting was adjourned at 9:30.

Minutes recorded by Pamela Becker

Next meeting: Thursday, Sept. 8th, 8 AM