

# **BOOTH & DIMOCK LIBRARY RENOVATION & IMPROVEMENT COMMITTEE SPECIAL MEETING MINUTES**

Meeting date and time: March 30, 2022. 9 am. Location: Coventry Town Hall Conference Room B

Call to Order: By Chair Walsh at 9:00 am. Roll Call: Deborah Walsh (Chair), William Bonney (vice chair on ZOOM), James Parda (Secretary), Dudley Brand, Joseph Jankowski, John Twerdy, Tim Ackert, John Elsesser (Town Manager), Margaret Khan (Library Director), James Barrett (DRA Architects), Ronald Paolillo (DRA Project Manager),

Audience of Citizens: Sondra Astor Stave was present and observed the meeting.

Acceptance of Minutes for January 26, 2022: Motion to accept-Jankowski. Second-Twerdy. Carried 6-0. Bonney abstains

## Reports:

\*Chair Walsh reminded the Committee that a Special Meeting to review bids will be April 6, 2022 at 9 am. She invited all interested members to the bid opening April 1, 2022 at 1 pm in the Town Manager's office.

\*John Elsesser discussed the bidding process and the addendums. He emphasized the need for clarification of details and the consensus of the bidders for extra time.

\*DRA Principal James Barrett and Project Manager Ronald Paolillo shared that contractors were asking strong questions and multiple eyes were looking at the project. They responded to nearly 3 dozen questions for addendums 2 and 3. Their efforts were bringing clarity for all the prospective bidders.

\*Library Director Khan and staff are continuing organizing service options during construction. They are planning to move the children's room to the first floor. Director Khan met with the director of the Lebanon Library which is currently being renovated. She reported receiving several tips on managing the staff and building.

\*Jankowski updated the Committee regarding the de-installation of the MacDonald mural. Ackert Electric staff took the mural off the wall and 3 volunteers hinged it and wrapped it for storage. The portable display of the mural can now be used for community outreach.

\*Ackert has reviewed the electrical plans for the project. He complimented DRA on their re-purposing efforts of existing material and good product choices for new materials. James Barrett expressed his appreciation for Ackert's efforts.

## Old Business:

A discussion about a 'Clerk of the Works' was continued to the next meeting. It was noted that Elsesser has been searching for a candidate. Background for the position would be someone with a "trades" background and time to coordinate the project between the contractor and the Committee. Twerdy brought up the subject of safety and concerns for injury and contractor behavior in a functioning public space during renovation. DRA noted the Committee's concerns.

## New Business:

Authorizing the Town Manager to execute the contract for the Library Construction Project was postponed until April 6.

Adjournment: Motion-Ackert. Second-Bonney. Carried 7-0. Adjourned: 9:40 am.

Respectfully submitted,

James Parda  
Secretary