

BOOTH & DIMOCK LIBRARY RENOVATION & IMPROVEMENT COMMITTEE SPECIAL MEETING MINUTES

Meeting date and time: April 6, 2022. 9 am. Location: Coventry Town Hall Conference Room B

Call to Order: By Chair Walsh at 9:03 am. Roll Call: Deborah Walsh (Chair), William Bonney (vice chair on ZOOM), James Parda (Secretary), Joseph Jankowski, John Twerdy, John Elsesser (Town Manager), Margaret Khan (Library Director), James Barrett (DRA Architects on ZOOM), Ronald Paolillo (DRA Project Manager). Brand and Ackert did not attend. Chair Walsh determined that a Committee quorum was present and the meeting continued.

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

Reports:

- *Chair Walsh commented that members of the Committee attended the project bid opening last week.
- *Elsesser discussed the bids. The low bid exceeds the budgeted amount for the project. [Bid results are included with these minutes.] He suggested ways to reduce costs.
- *Elsesser discussed the function of a “Clerk of the Works”, costs involved, job description, reports and responsibilities.
- *DRA Principal James Barrett and Project Manager Ronald Paolillo reviewed the bids with the Committee. The lowest responsible bidder was Millenium Builders. In general, the bids indicated significant market moves on supply making costs variable.
- *Library Director Khan will be contacting the State Library regarding the June 18 deadline for the State grant.

Old Business: No old business came before the Committee.

New Business:

*Motion by Jankowski: ‘That the Committee acknowledge Millenium Builders as the approved responsible low bidder and authorizes DRA and the Town Manager to initiate discussion regarding potential cost savings to the project and to authorize the Town Manager to sign the contract when funding is resolved.’ Motion second: Parda.

Discussion: DRA is aware of the urgency of this change order request and the time sensitive nature of the State grant. Bonney asked that the Committee be able to see the cost savings. He also asked that DRA send him a complete set of renovation plans. Jankowski asked that the Committee be able to see any floor plan modifications. Bonney asked if the option to close the Library for a time during construction could be a cost saving measure. Barrett agreed to the member’s requests and remarked that the contractor would be asked about reduced time cost if the collection was moved and the library closed for a time during construction.

Motion carries 5-0 after discussion.

Adjournment: Motion-Bonney. Second-Twerdy. Carried 5-0. Adjourned: 10:15 am.

Respectfully submitted,

James Parda
Secretary

