

BOOTH & DIMOCK LIBRARY RENOVATION & IMPROVEMENT COMMITTEE REGULAR MEETING MINUTES

Meeting date and time: June 22, 2022. 9 am. Location: Coventry Town Hall Conference Room B

Call to Order: By Chair Walsh at 9:01 am. Roll Call: Deborah Walsh (Chair), William Bonney (Vice Chair), James Parda (Secretary), Joseph Jankowski, John Twerdy, Dudley Brand, Tim Ackert, John Elsesser (Town Manager), Margaret Khan (Library Director), Ronald Paolillo (DRA Project Manager).

Audience of Citizens: Sondra Astor Stave was presented with a white hardhat, yellow vest and safety glasses by William Bonney for her commitment to the project.

Acceptance of Minutes: May 25, 2022 Regular Meeting. Motion to accept by Jankowski. Second by Twerdy. Motion carries 6-0. 1 abstention.

Reports:

*Elsesser reported that there have been two preparatory meetings with Millenium Builders and DRA's Paolillo covering a myriad of logistical details for scheduling, permitting, parking, storage, communications, deliveries etc. He reported that a change order will be needed as the sewer line to the street was discovered in the courtyard where the new elevator will be located. Anticipated start date is July 5.

*Paolillo has a head start on the permit approval process for Sanitation, Zoning, Fire Marshal, Building. Working on teamwork logistics and contractor communication.

*Library Director Khan informed the Committee that the State paperwork was completed. Ackert volunteered assistance to provide data lines for equipment that needed moving. Staff is prepared for the necessary moving and adjustments.

*Jankowski spoke about the Library Trustees enthusiasm for the project's progress. The June 14th ice cream social, attended by 158 people, was a success.

New Business:

- A. Establishing Threshold For Authorization Of Change Orders And Process for Emergency Meetings For Approvals Above That Threshold. MOTION by Ackert: That the Committee authorize John Elsesser, or his designee, to approve change orders up to \$15,000. Second: Brand.

Discussion: The Committee would be made aware of change orders within 24 hours. If approval of the Committee is needed a quorum would be required. Meetings may be by ZOOM. Motion carried 7-0.

B. Process For Construction Inspections - Library Director Khan will keep the historical record of the project. Hardhats and safety vests will be available for Committee members. Bonney has volunteered to contribute 2 mornings a week. Brand and Ackert are available as needed. Other Committee members will assist and visits will be noted in a log book. *It was emphasized to the Committee that the Contractor has control of the work site by a formal contract process. In no event should anyone interfere, advise or suggest changes with the work. The Site Superintendent should be notified if you are on site.* However, if you see something, say something by notifying the Site Superintendent.

C. Groundbreaking Ceremony – MOTION by Jankowski: That the groundbreaking ceremony for the Booth & Dimock Library Renovation and Improvement Project be on June 30, 2022 at 9 am. Second:Ackert. Discussion: The appropriate dignitaries will be invited by Director Khan. Ackert emphasized the importance of pride in the community for the Library. Donors will be invited and people can see their dollars “in action”. Elsesser commented about the importance of not hiding the project and the need for a community room.

Old Business: None

Adjournment: Motion-Jankowski. Second-Akert. Carries 7-0.

Adjourned 10:01 am.

Respectfully submitted,

James Parda
Secretary