

BOOTH & DIMOCK LIBRARY RENOVATION & IMPROVEMENT COMMITTEE REGULAR MEETING MINUTES

Meeting date/time: August 24, 2022. 9:00 am. Coventry Town Hall Conference Room B

Call to Order: By Chair Walsh at 9:02 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), Alex Taylor (Town Manager Intern).

Audience of Citizens: Sondra Astor Stave observed the meeting.

Acceptance of Minutes: July 27, 2022 Regular Meeting. Motion to accept by Jankowski.. Second by Bonney. Motion carries 5-0. Brand and Ackert abstain.

Reports:

*Elsesser reviewed weekly meetings with the contractor coordinating building use and scheduling. CHRO has approved the Millenium Builders affirmative action plan.

*Paolillo explained the short delay for ledge removal. No underpinning was needed to reinforce the existing building footing. A temporary retention structure was installed to prevent soil erosion from under the existing wall. Contractor is ready to form the footing for the elevator shaft once rebar arrives. They are investigating other work to keep the project moving. Contractor has been cordial and cooperative.

*Library Director Khan has determined the 'proof of project' sign location required by the State Library grant. Waiting for sign to be delivered.

*Bonney has made several visits with a limited amount of work to inspect. He discussed the quality of materials handling updates to plan changes. Brand has made informal visits.

New Business:

- A. Construction: Paolillo handed out the "purpose of construction planning meeting guidelines". He explained updates on submittals and told the Committee how this will track work progress and paperwork.
- B. Payment of bills: Elsesser suggested that DRA Architects pay the bills without Committee approval of individual bills. Jankowski motion: The Committee will accept the bill payments certified by DRA Architects, with review of the financial submittals at their regular monthly meeting. Second: Ackert. Motion carries 7-0. The Committee reviewed the 8/24/22 financial statement of the project submitted by Elsesser.

Old Business: Next Committee regular meeting September 28, 2022.

Adjournment: Motion-Bonney. Second-Ackert. Carries 7-0. Adjourned 9:52 am.

Respectfully submitted,

James Parda, Secretary