

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

Meeting date and time: May 25, 2022. 9 am. Location: 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, John Elsesser (Town Manager), Margaret Khan (Library Director), James Barrett (DRA Architect), Ronald Paolillo (DRA Project Manager), Tim Ackert not in attendance.

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

Acceptance of Minutes: April 27, 2022 Regular Meeting. Motion to accept by Jankowski. Second by Bonney. Motion carries 6-0.

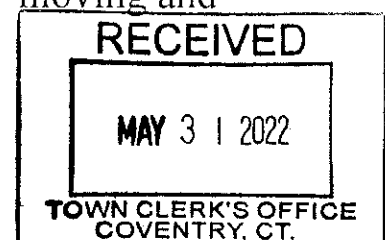
### Reports:

\*Chair Walsh reported that she sent a letter of appreciation to the Town Council regarding the additional funding for the project.

\*Elsesser reported that the contract with Millenium Builders was signed on May 20. The Committee received a preliminary schedule for the project from the Architects. The goal is to work cooperatively on the project so that the contractor can be proud of their work and the Town happy.

\*The architect report included a discussion of the cost of smoke prevention seals in the 'area of refuge' on the lower floor by Paolillo. He also explained how they are assembling the permits needed for building. The Committee can expect to see submittals for materials to purchase. Barrett added that the Committee's prompt response in authorizing payments is important to prevent delays. The Committee will address how this will be accomplished at the next meeting. Suggestions included a payment subcommittee or authorizing the Town Manager to make payments up to a certain amount.

\*Library Direct Khan has informed the State Library of the project status for releasing grant money. Staff is prepared for the necessary moving and adjustments anticipated for the construction.



\*Jankowski spoke about the Library Trustees enthusiasm for the project's progress. All are invited to the ice cream social at Creaser Park on June 14 at 2 pm to 'kick off' the Summer Reading Program.

Old Business: A discussion of Clerk of the Works focused of the Roles and Responsibilities Guidelines sent to the Committee by DRA. Consensus favored knowledgeable Committee members sharing the 'Clerk' workload with the Town Engineer, Building Inspector and Library staff. Bonney emphasized that the Clerk is an observer and note taker. DRA noted that the Clerk is in no way able to direct or interrupt workflow but should make the construction superintendent aware of their presence. Bonney volunteered two half days a week until mid-September. Parda suggested that he tutor other volunteers during his limited time in town. Chair Walsh is aware of the talent on the Committee.

New Business: None

Adjournment: Motion-Bonney. Second-Jankowski. Carried 6-0.

Adjourned: 10:18 am.

Respectfully submitted,

James Parda  
Secretary