1. **Call To Order, Roll Call:**
The meeting was called to order by Blanchard at 6:05 p.m.

Members present:
- Julie Blanchard – Chair
- Lisa Conant - remote
- Jonathan Hand
- Matthew O’Brien, Sr. - Vice Chair
- Lisa Thomas
- Richard Williams – Secretary - remote

Members absent:
- Matthew O’Brien, Jr.

Also present:
- John Elsesser – Town Manager
- Amanda Backhaus – Finance Director - remote
- Margaret Khan
- Deb Walsh
- Ken Best
- Joe Jankowski
- Tim Akert – remote
- Dudley Brand – remote
- John Twerdy - remote

2. **Unfinished Business:**
2.A. **19/20-52: Library Renovation & Building Committee: Update Presentation**

Deb Walsh read the following:
Good Evening and thank you for providing the opportunity for the Library Renovation and Improvement Committee to present our updated proposal to you. A revised scope directive proposal was requested by the Council at your April 20th meeting. Since that time the Committee has been meeting every two weeks in attempt to meet that request. We did our best to pare down the request from our March 2nd presentation of 2.4 million and are submitting to you tonight a proposal of 1.833 million, which we believe keeps the integrity of our original charge which is excerpted for you in the power point presentation which follows. I believe I can speak for the entire committee when I say that we all believe that the 2.4 million proposal is still our recommendation, as what we had to do was postpone some expenditures which down the line must still be made for our Library in the future, while eliminating some items such as two of the lavatories which would have been convenient for patrons, but would still meet code with their elimination. You have our full proposal in front of you and being aware of time constraints we will not be going over material which was
covered on March 2nd, but wish to thoroughly acquaint you with the reductions, things we felt we had to keep, things we felt we could defer such as replacement of the 12 32-year-old windows in the 1989 addition, some of which leak, and things we could eliminate.

Our hope from the committee is that the Council will accept this latest proposal and vote to schedule it for public Hearing and referendum vote. We are seriously short of time if we are to schedule it for a referendum vote in November 3 election. Mr. Williams is correct that putting it on the ballot in November will give it the widest audience, but to do that, as I am sure our Town Manager has detailed for you, requires an immediate action. The State Library Grant expires on November 21st. Once again my thanks goes to our hard working and very talented Committee, and to Margaret Khan our Librarian, John Elsesser, and Ken Best our architect who will go through the power point now with you.

Integrity of the charge. The 2.4 is the expedentitures. These will be done later.

Ken Best, Architect, went through the PowerPoint presentation. The big items addressed are the water intrusions, outdated networking and IT infrastructure, code compliance – including significant issues with getting people out of the building, upgrading the insulation in the roof, and replacing the original carpet, limited work on the HVAC. The solution was to put a mechanical system in the Community Room because a lot more air conditioning and ventilation. Drainage from the courtyard area was an early concern. The drainage system for that area is functioning. Water intrusion into the building from the 30-year old roof. The leaks in the basement could be coming from the roof area as the water runs down the walls.

Plan reductions include the two of the four additional restrooms. The existing two restrooms will remain as is other than a coat of paint. Two new code compliant restrooms will be added on the lower level in line with the new meeting space. The entrance way was configured so less demolition work is needed, the location of the circulation desk was changed, the kitchenette in the meeting room was removed. This will now be a small counter with a sink connected to the restroom. The window replacement is being deferred. The doors to the reading room were eliminated. The computer network is a rat’s nest so a new computer closet will be built. Some study spaces are being eliminated because those required cutting holes. There will be no new furniture in this plan; the existing furniture will be used.

Speaking about the existing floor plan: The inside vestibule doors will be removed. The elevator will be moved towards the new entry. The lower level elevator machine room can become a storage room. The hallway is not being taken out of the lower level.

Speaking about the proposed upstairs floor plan: The entry point vestibule will have an opening on the side, an expanded work room, and the circulation desk. The whole entry sequence is similar to what is there now but it brings people to the middle of the space. The courtyard will be infilled with the stairs and the elevator located there. This is very similar to what was previously proposed but we have removed a lot of doors and partitions simplifying the whole plan. Repairs are needed to the historical front portion of the building, which is being handled by the Library Board.

Speaking about the proposed downstairs floor plan: This is the area that has the most significant work. You come down the staircase that leads to one area of refuge. A new hallway connects to the new meeting room. The new restrooms are off of that hallway. The coffee area is at the end of the hallway. There is a storage space at the end of the meeting
room as well as some mechanical equipment. The previous location of the elevator is the circulation desk of the children’s room with good visibility. The existing meeting room becomes juvenile and young adult area.

The elevations are pretty much the same as previously shown. The infill area will have the small look using brick that the State Historic Preservation Office approved.

The cost estimates were detailed. The target for the Committee was $1.7 mill. The total cost of this revised plan is $1,833,180. There is a State grant for $850,000 and $100,000 that was previously approved. The net amount to be borrowed is $883,180. A cost comparison slide was included that does not include water intrusion. This slide is showing that addressing the code issues only would underutilize the $850,000 grant. Renovation grants are for $250,000. This is trying to show the costs if the Town did this without grants and does not solve all of the issues. This is an attempt to show that the Committee is using the grant as leverage those monies while making changes that gain more value.

Were any other options other than infill of the courtyard looked at, such as lowering it and stepping up into the library? The architect indicated the courtyard could be lowered but you would still have the issues with proper exit ways. A wheelchair ramp would have to be built. The slope of the drainage pipe is very shallow so you may have to pump it out. Alternative to water intrusion issues then additional money will be needed for an outside engineer. Replacing the roof may not solve the issue of water intrusion. There are issues in the single cement block wall. A typical wall built today has multiple layers including a rain wall. The parapets on the roof are another area of concern of exposure of water intrusion. By infilling the courtyard we get rid of all the wall issues with water being captured there. It is like capping a tooth. We believe it is the most cost effective method to control the water. This is building an envelope over the problem.

Walsh stated there is leaking in the wooden windows from the front of the original building. Furniture is another future cost. The spreadsheet shows the contingency costs. The Council has not considered this project yet. How does the Committee propose raising money for the items eliminated from the project? The Library Board is in favor of the current project at $1.8 mill. and is committed to the transfer of the library to the Town at the completion of the project. The endowment money cannot be used as this would be an inappropriate and improper use of the endowment. Fundraisers can be held but one recently raised just $3,000 so fundraisers would not be able to make up the thousands of dollars needed.

What happens if the Council agrees to the $1.7 mill. project and the project goes out to bid and it comes back different than that? Savings may be found with alternative product but this would not be known until the RFP goes out and bid proposals are returned. Bonding rates are currently low.

Khan stated having the entrance, elevator, and stairs in one area is a benefit as is having the community room available after hours. Having the teen area downstairs is very important as having them upstairs sometimes causes a disruption. She definitely prefers the $2.4 mill. plan because that has a couple more things that would finesse the use of the building but she does feel this plan would bring great improvement.

Hand observed the last few meetings of the Committee. Hand applauds the hard work of the Members to meet the demands put on them. This is tight; it looks like they looked for
everything last thing.

Thomas seconds Hand’s comments. The proposed HVAC going to have the now needed air circulation because of COVID-19? Burns should be something that can be accommodated with HEPA filters. Ultraviolet cleaning of the air is the next level and there would not be enough money in there for that technology.

If this plan is approved in November, what is the earliest completion of construction and use? Burns replied it may be eight months.

3. **Adjournment:**
   The meeting was adjourned at 6:54 p.m.

Respectfully Submitted,
Yvonne B. Filip
Yvonne B. Filip, Town Council Clerk

**PLEASE NOTE:** These minutes are not official until approved by the Council at the next Council meeting. Please see the next Council meeting minutes for approval or changes to these minutes.