

2017 Library Building Committee

Special Meeting Minutes

November 26, 2018

Attendees: K. Sogofsky, S. Edwards, D. Ghavami, G. Gay, L. Dollard, L. Zaffino, A. Cleveland, M. Costantini

1. Call to order 7:07pm

2. Minutes approved from September 18<sup>th</sup> meeting

3. No public participation

4. Old Business

- a. Carpet Samples – Committee reviewed initial carpet sample presented by SPA as well as an alternative, both include geometric variations within the carpet tiles. Members would prefer to have a more uniform appearance. SPA will find other options and send samples to be reviewed and considered.

5. New Business

- a. Review Project – SPA is completing its final quality review of the plans. Committee discussed option of hiring a clerk of the work to oversee construction. Members discussed the process for obtaining furnishings (bid vs state contract).
- b. Discuss Bidding Process – Bid will be posted on the town website, in the CT Post and online listing as recommended by SPA. Tentatively set the bidding calendar as follows, subject to any needed adjustments:
  - 12/6/18 – post invitation to bid
  - 12/18/18 9:00am – pre-bid walk through
  - 1/11/19 – requests for information due to SPA
  - 1/23/19 4:30pm – bid submission deadline
  - 1/23/19 7:00pm – building committee meeting to open bids and start review process
- c. Review Project Estimates – Reviewed base bid project estimate and estimate for alternates (teen area, study rooms and project room updates).

6. Adjourned at 8:40pm

Submitted by  
Kristi Sogofsky