

Call to Order

The Chester Library Board of Trustees held its Regular Meeting on Monday, September 17, 2012, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Library Trustees Cary Hull, Terry Schreiber, Sandy Senior-Dauer and Peggy Carter-Ward. Others present included Linda Fox (Library Director), Cliff Vermilya (Chester Library Building Expansion Committee) and Ken Best (architect). Chairman Schreiber called the meeting to order at 7:25 PM.

New Business

Library Expansion Chairman's Report

Cliff Vermilya noted the Library Expansion Committee never really got started until last January due to various reasons. He reviewed the Committee's Charge. It was the 1) Library remain at the current location, 2) Any alteration either external or internal to the Library will be unobtrusive and in keeping with the integrity of the existing building, 3) All architectural aesthetics, historic moldings, windows, etc. will be maximized and maintained (Mr. Vermilya noted he wasn't sure he could claim what you will see was unobtrusive but it was in keeping with the present building), 4) Any work shall not permanently reduce the parking capacity or negatively impact the property on which the Library resides (Mr. Vermilya noted that was accomplished), 5) Universal accessibility is required of the existing building in order for any renovations to occur (Mr. Vermilya noted they have accomplished that), 6) Dedicated functional office space is required for the Librarian (Mr. Vermilya noted this plan includes that), 7) Efficient, adequate, functional and well located storage space is required (Mr. Vermilya noted the new plan does include storage space), 8) All mechanicals including but not limited to plumbing, electrical, heating, ventilation and sprinkler system shall be assessed and upgraded as appropriate (Mr. Vermilya noted this plan includes that), 9) the Library design shall be planned for multi functional use of space and maximum flexibility, for example use of modular furniture, small and large group functions can support (Mr. Vermilya noted the plan does that). Committee Chairman Vermilya noted they started this work in January and it was completed in August thanks to the work that Architect Ken Best has done.

Ken Best noted his presentation this evening is an overview of what was distributed in the book.

Executive Summary

Mr. Best noted Zoning is a big issue. There appear to be two options. One is to go for variances of each of the non-conforming items. There is a huge list because

the buildable area is tiny. In fact, the present building is in violation. The other option is for the Town to revise the By-Laws to exempt Town owned buildings from the Zoning Regulations, but that obviously is a whole separate thing from the Library and there may be people who have issues with that. Chairman Vermilya noted the Committee is not making any recommendation on that part of it. He noted at a prior meeting held back in February First Selectman Meehan suggested that as a possibility, but that has to be a broad community effort and not for our Committee.

Mr. Best noted a new septic system has been included for the building. They did look at composting toilets, but it worked out there would still be the need for a good size system for grey water. It does appear there is enough space and good soils for a modern design septic system.

Mr. Best noted there would be two additions, one on each end of the building which will literally double the floor area. Chairman Vermilya noted even though the floor area is being doubled, they are not increasing the space available for collection. By making it handicap accessible they have to reduce the number of stacks in any area.

Mr. Best noted the other concern was headroom on the lower level. They chose a mechanical system that doesn't require a lot of duct work. The plan calls for lowering the floor by a foot or foot and a half at least in the main area. That would require some work to the foundation. He quickly added that would not disturb the soil the building is sitting on.

Mr. Best reviewed basic improvements, restrooms, proper exit stair, new elevator to connect the two levels (this would make it a lot easier for moving books up and down as well as patrons), a new HVAC system. The oil tank outside would be removed and replaced with a propane tank for a boiler. The electrical service would be upgraded for the elevator and the larger building.

Mr. Best reviewed the existing plan for the basement and first floor. He noted one goal is to keep the current shape of the ceiling on the first floor and to keep the rooms pretty much as they are. They are also planning on moving the circulation desk back to its original location.

Mr. Best noted there was a lot of sentiment about keeping the original entrance available to the public, but they are providing an accessible entrance.

Mr. Best reviewed the Proposed First Floor Plan showing the two additions. The main facade of the existing building will remain intact. He noted the roof heights of the additions are slightly lower. Mr. Best reviewed the historic entrance as well as the accessible entrance from the parking lot. There is also a code compliant stair down to the basement. Mr. Best reviewed the various areas on the proposed first floor.

Mr. Best reviewed the elevator and elevator control room. The question was asked what the difference in price was between an elevator and a lift. Mr. Best replied about \$60,000 to \$70,000.

Mr. Best reviewed the circulation desk area, Director's Office, the Children's Room and Window Seat area.

Mr. Best noted this is a feasibility study so they haven't spent a lot of time on design elements. That would be looked at a little more.

Mr. Best next reviewed the Proposed Basement Plan, including the staff area, adult area. He noted there is an exit door that would be alarmed so the staff can keep track of what is going on. He reviewed the water service, restroom, storage and mechanical areas.

Mr. Best next reviewed the Proposed Site Plan showing the additions and the new septic system area. He pointed out the new retaining wall and concrete sidewalk. It was also noted parking is not being reduced.

Mr. Best noted a Preliminary Outline of Construction had been prepared as part of the Feasibility Study.

Mr. Best noted Civil Engineers dug a couple of holes to see what the soils were like for the septic system. It was determined the soils perc tests were well and a new septic system could be fit on the triangle of land. He reviewed the Proposed Site Layout showing the Septic System, Test Pit Locations and Available Area for New Septic System.

Mr. Best noted Mystic Air Quality Consultants did a survey to determine the presence of asbestos-containing materials. The areas found to be affected were the floor tile & mastic/basement, pipe insulation, debris on fittings and pipes and flue cement/boiler room. This was quite minimal. There was also some lead on the

paint on the entrance door.

Mr. Best next reviewed the Existing Heating System and the Proposed HVAC System. He also reviewed radiant floor heating and ventilation.

Mr. Best reviewed the Feasibility Budgets, both Hard costs and Soft Costs, for Additions Renovation (\$3,091,600.00) as well as New Building (\$2,759,280.00). He reviewed the contingencies. Chairman Vermilya noted costs are based on a construction start of April 15, 2014. Mr. Best noted the unknown at this time was Temporary Location. It was also noted the cost for the New Building does not include any land costs.

Mr. Best reviewed a Computer Model of what the proposed building would look like.

Mr. Best responded to various questions that arose during his presentation.

Chairman Vermilya reviewed the next steps in this process. The Library Board has to agree if this is the plan to proceed with and then money has to be set aside. Bonding will have to be reviewed. If this plan is approved by the Library Board, then the plan is forwarded on to the Board of Selectmen. At some point an actual Building Committee would need to be established to proceed with schematics, construction, etc. Chairman Vermilya noted he would be happy to assist with the presentation to the Board of Selectmen. Ken Best also agreed to assist if required.

There was discussion regarding funding of the design and schematics and how soon that would be needed.

Motion by Schreiber, second by Senior Dauer to approve feasibility study and plan as presented. Voting in favor - Schreiber, Senior Dauer, Hull, Carter-Ward. Opposed - none. Motion Carried.

There was further discussion regarding the funding so far and what possible future funding there may be.

Cliff Vermilya and Ken Best left the meeting at this time.

Treasurer's Report

The Treasurer's Report for September 17, 2012 was distributed and reviewed.

Secretary's Report

Motion by Hull, second by Carter-Ward, to accept Secretary's Report. Voting in favor - Hull, Carter-Ward, Senior Dauer, Schreiber. Opposed - none. Motion Carried.

New Secretary

Terry Schreiber noted Judy Brown is the new Secretary who will prepare the Meeting Minutes and Agendas.

Old Business

The Long Range Plan was tabled.

Other - there was no other business.

Librarian's Report

It was noted 84 children were registered for the summer reading incentive program. There was also a book discussion for Valley students that met their requirement for summer reading. The program was so popular they held a second session. They thanked Sally Murray for a great job. Hopefully there will be a more organized approach for a bigger program next summer.

Programs coordinated with Park & Rec were reviewed.

Fall Programming was reviewed. It was noted there is a 4 part book discussion series currently going on.

It was noted The Friends have now received their 501C3 designation.

The Annual Report was distributed for review.

It was noted there is a new Town website.

It was also noted there was a Food for Fines program in July that was pretty successful. The book drive at the Fair raised about \$650.

It was decided Terry Schreiber will handle writing thank you notes in the future.

There was some additional discussion regarding the proposed plan and funding for the project.

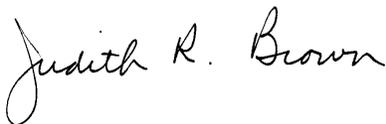
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The next meeting will be October 15, 2012 at 7:30 PM.

Adjournment

Motion by Schreiber, second by Carter-Ward, to adjourn at 9:15 PM. Voting in favor - Schreiber, Carter-Ward, Senior Dauer, Hull. Opposed - none. Motion Carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Judith R. Brown, Recording Secretary