

## PROJECT COMMITTEE NOTES – November 28, 2006

Attendees: Nick Furtado, Fernando Polletta, Sal Coco, Stefano Gagliano, Walter Ludlum, Joyce Lannert, Joan Hraban

### TIMELINE

#### New schedule

Carpeting – began 11/27/06

Two weeks notice to movers – 12/4

Installation of shelving and millwork – 12/4

Movers begin – 12/18 – ten working days required for move-in

**front stairs and pavement need to be completed by 12/13  
to accommodate movers**

Flush-out of HVAC system begins – 12/18 – two week process

Library closes ‘til 1/2 or 1/3 – staff call

Librarians move in – 12/26 – begin setting up offices, settling in,  
setting up computers

All systems tested, staff instructed in use of new equipment

Doors open to the public 1/8 – without fanfare

Open House – Saturday, 1/13/07

Demolition of old library – problems with contractor being followed-up  
by Nick – will check with Larry Praga re options

### BUDGET

Will be reviewed 12/12

### LEED

Mold testing completed and report received – clean bill of health

Stefano will check SED’s website to clarify if green cleaning products meet  
LEED requirements for additional credit

Stefano to provide flush-out plan to contractors for LEED documentation

Nick to collect and provide all waste tickets to Stefano for LEED documentation

### FOLLOW-UPS

Library Board approved the following to proceed:

Construction of cafe counter

Installation of window seat in reading room – Sal provided drawings, will  
get price from Library Interiors

Side wall extension – approx. 100’ add. curbing, on east and west side of  
building, for storm water protection of adjoining properties

Window treatments

*Graffiti removal and protective coating – but should be operating, not construction expense*

EduTek – contract signed last Tuesday but not yet received by EduTek –  
– Joan checked that it was, in fact, sent out  
RFID gates – Joan checking installation date, who's responsible for  
Mezzanine seating – changing location not possible because lighting was  
designed for particular location  
AKF energy model – **still** not received. Nigel responsible for checking with  
AKF  
Installation of partition in performance space – pre-installation begun, to be  
completed after carpeting installed  
Scheduled walk-through – Sal did preliminary walk-through building with Ed  
Braddick to check on items still outstanding, required for C of O  
Building front – Joyce reviewed revised plan for front area around bay window  
with Nigel – revision triggered by concerns for pedestrian safety  
bollards were introduced for visibility – discussed using three  
now instead of two. Lucille Munz (landscape architect)  
revising planting plans for this area.  
grade of front steps needs to be reviewed  
west sidewalk and door access needs to be reviewed  
signage – lettering for signage over front entry never included in  
contractor's specs – Sal has to provide Nick with specifications  
that will have to be bid – for another additional cost – decision  
made not to provide sign in back for cost reduction

#### OTHER

Chain-link fence installed along back wall  
Curbing and grading completed at back of new library

NEXT MEETING DATE – December 12

Joyce Lannert, Building Committee