



Facilities Committee

May 9, 2008

Minutes

The meeting was called to order by Chairman Bob Shutack at 8:35am

Attending: Chairman Bob Shutack, Trustee Jack Fredrickson, Trustee Jeff Finlay, Executive Director Lynn Elam, Assistant Director Tiffany Auxier, Owner's Representative Phil Wade, CS2 Design Group Steve Schafer and Dan Riese

HVAC Improvements: Owner's Representative Phil Wade reported that the public notice to prequalify bidders had been published and the bid period was open until May 22. Engineer Dan Riese gave an overview of the system's current conditions and noted that the roof-top units have reached end of life. CS2 engineers provided general information on recommended improvements and distributed a preliminary budget/phasing estimate. The project is divided into two phases: phase I provides a small boiler, circulating pump, two secondary distribution pumps piping loops new VAV boxes and hot water coils with associated controls at an estimated cost of \$404,800. Phase II includes provision of two Trane rooftop units with associated controls at an estimated cost of \$201,300.

Owner's Representative Phil Wade noted that the preliminary budget did not include other construction related costs. The committee directed Wade to compare the current costs with estimates drawn up in 2007. He was also directed to prepare a whole project budget as quickly as possible and submit it to Executive Director Elam so that the Village staff could begin work on obtaining financing.

The committee discussed whether the library should schedule the project in phases or plan to complete all improvements at the same time as a cost savings measure.

The committee and engineers agreed that a goal of the project would be to upgrade all controls to an automated system rather than combine existing pneumatic and DDC – direct digital control – applications.

Engineer Schafer also noted that the current plan would use CO2 sensors as an economic way of maintaining fresh air in the building.

The committee directed the CS2 engineers to begin creating construction documents, and to verify duct routing in the ceiling.

The committee will meet on May 23 to review construction documents with CS2 engineers. The committee will also review and make a recommendation of a vendor to the board at the next monthly meeting.

A special meeting to approve bids will need to be scheduled in June or early July to meet the completion target date of November 28.

Executive Director Elam informed the committee of other outstanding repair work including tuck pointing the chimney on the south side of the building's roof, repair of exterior retaining walls and exterior painting. Elam was directed to prepare a list including costs of upcoming capital repairs.

Trustee Finlay left the meeting at 9:45am.

There being no further business before the committee, the meeting was adjourned at 9:55am