

**CHARGE TO THE LIBRARY RENOVATION AND IMPROVEMENT
COMMITTEE**

WHEREAS: the Booth & Dimock Memorial Library has raised issues regarding renovating for necessary upgrades and refreshing, electrical, technology infrastructure, energy upgrades, code compliance, adequate bathrooms, parking, operational efficiency and the need to address water intrusion in its facility,

NOW, THEREFORE, the Coventry Town Council hereby establishes the LIBRARY RENOVATION AND IMPROVEMENT BUILDING COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have seven (7) members, each one being a resident elector of Coventry. There shall be one member representing the interests of the Town Council, one member representing the interests of the Library Board of Trustees, and five citizens at large. Four (4) members shall constitute a quorum. The members shall be reviewed and recommended by the Town Council Steering/Liaison Committee. The Library Board of Trustees shall forward several candidates to allow political diversity to the Steering Committee. The Council shall hear the recommendations of the Steering/Liaison Committee and appoint the committee membership.
2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act and procedures established by the State Department of Education for school facilities projects.
3. The Committee shall choose its officers annually, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates.
4. The Committee shall review the CIRMA Building Inspection report, energy audits, mold reports, capital budget requests for maintenance and other pertinent reports including the rejected concept plans. The Committee shall explore and evaluate potential grant reimbursements for renovation. They shall report back to the Council in a timely fashion to allow consideration of the up-coming State Library grant round.
5. The Committee shall present their recommendations to both the Board of Trustees and the Town Council. Status reports shall be submitted at least quarterly to the Council.
6. The Committee shall be able to utilize funds appropriated for the project to assist in the development of concept plans and cost estimates. These plans shall be limited to generally working within the existing building footprint including the courtyard area and necessary site improvements. These funds may be utilized for

- uses such as, but not limited to, architect/engineer fees, committee clerk, materials testing and drainage exploration, printing and advertising.
7. The Committee shall procure the services of an architectural/engineering firm utilizing the process established by the State of Connecticut to assure qualification for grant in aid. Nothing shall preclude the Committee from continuing to use the existing architectural firm selected through this process.
 8. Upon acceptance of the Committee's recommendation by the Board of Trustees and the Town Council, the Town Council shall determine a funding and phasing plan. Suggested modifications from both groups shall be considered by the Committee. After Council authorization to proceed the Committee shall present the project concept at public forums to educate the public.
 9. If the proposal receives a favorable authorization by the Town Council and any other required approvals, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for: a) coordinating the expenditure of any funds provided by the Town with the Director of Finance; b) for putting out to bid and monitoring any construction plan; c) assuring timely submittal of requests for grant reimbursements/payments; d) hiring a Clerk of the Works, if required, to assure quality construction practices and to keep a log of construction.

Adopted by the Coventry Town Council: December 3, 2018

Proposed Revision: January 30, 2019

Revision Adopted by the Coventry Town Council: February 4, 2019

Revision Adopted by the Coventry Town Council: March 18, 2019