

Montville Township Public Library  
Board of Trustees Meeting  
February 6, 7:30 p.m.  
Montville Township Public Library  
90 Horseneck Rd., Montville, NJ

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The meeting was called to order by President Charles Schmidt at 7:30 p.m.

Present: Charles Schimdt            Ed Ernstrom            Julie Cohan  
          Susan Max                 Maryann Dispenziere   Peter King  
          Steven Moscone  
                 Patricia K. Anderson, Library Director  
                 Geoffrey Evans, Attorney  
                 LaVerne Becker, Administrative Assistant

Absent: Randee Fox, David Dalia

Guests: Art Daughtry, Tony Barile, Joe Rompala, Richard Fell

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Mr. Schmidt stated that prior notice of the meeting had been published in accordance with the requirements of the Open Public Meetings Act.

**PLEDGE OF ALLEGIANCE**

**SPECIAL MEETING**

Mr. Schmidt said the purpose of the meeting was to review the completed plans for the HVAC renovation so the Board can go out to bid. Mr. Richard Fell of Brownworth Engineering was present to explain the plans and the construction attorney was present to explain how the procedure will go forward. Mr. Schmidt hopes a resolution can be passed at the Monday, February 13, meeting to go out to bid.

Mr. Fell said the plans have been sent down to the Department of Community Affairs in Trenton on Thursday. According to their rules and regulations the DCA has 20 days to review the documents and either ask questions, approve, disapprove, make recommendations, et cetera, within that period. Approval of this agency must be received before the permits can be issued. This department only does the plan review. The inspections are up to Montville Township.

Mr. Fell said his company is prepared to make copies of the drawings and bid specifications and then prepare a schedule for the procedure of the project on the premise that Board gives approval to go out to bid. The date of February 15th has been established for publishing. A copy of the newspaper advertisement has been given to Ms. Anderson and the attorney. The bids can be picked up at Brownworth's offices and they will keep track of the documents that are picked up. A

schedule for the project has been outlined within the contract documents. In conjunction with the drawings available this evening, there are written bid specifications, which are about three inches thick, that form the basis of the contract documents. The Board attorney has reviewed these documents and Mr. Fell believes they are in compliance with all requirements of the Township.

Brownworth has prepared the technical part of the documents that describes the work that must be done in order to remove the existing air conditioning, heating and ventilating system in the building and to provide a new one that will greatly enhance the environment of the building.

Various ways of attacking the problem have been discussed, all with the thought of keeping the library in operation as much possible, while this work is taking place. Essentially the project is broken down into three major areas of work.

The first area involved is the east side of the building, near the children's section of the library, where the plans contemplate putting an addition on the outside of the building. The second part involves an addition to the back of the Pio Costa Auditorium. The third part involves the gallery area between the auditorium and the main library.

Approximately 66 fan coil units located above the ceiling will be removed. The piping that feeds the fan coil units will be reused, which will be dedicated as heating only piping. New piping will be run in the building that will be cooling only piping. Thus, the library will have a four-pipe system, meaning that the new system will allow for heating and cooling at the same time in the building. The present system allows for heating or cooling the building. The company has arranged for new equipment to be installed in the building to take advantage of the "economizer cycle." That means the system will use outside air when it's practical and feasible because the temperature is desirable, thus resulting in saving energy since outside air can be used to cool the building as opposed to mechanical cooling via the chillers.

Mr. Fell said the building is going to cost more to operate the system because right now the building is not code compliant. Sufficient quantities of outside air are not being introduced into the building for the occupancy within this building. Outside air costs money in the winter to temper it up to a desirable temperature and in the summer to cool it down.

The first phase of the work is the demolition.

The second phase involves the east side of the building where an addition will be constructed, approximately 30 feet wide by 14 feet out from the building. The projection will match the low roof line of the building, as well as the brick from the building, allowing it to blend into the building. The emergency exit at that end of the building will be maintained via a corridor, and, in effect, creating two fan rooms, two rooms to contain air handling equipment that will serve the main library.

The second add-on building will be at the back of the Pio Costa Auditorium, approximately 30 feet wide by 14 feet out from the building to house air conditioning equipment that will be located within the outside building. At one time it was considered to place the units on pads outside the building and to fence or screen them in. This, however, would create certain problems: aesthetics, equipment servicing and maintenance, longevity of the units, expense to change the existing piping system within the building to a glycol system so the fluid would not freeze in the wintertime, the cost to pump the glycol. All those things being considered, the Board felt it would be better to house the equipment inside a building. Also, the housing units will allow for additional storage space for the library.

The third section of the plan involves building a mezzanine within the gallery between auditorium and the main Library. Presently there is a peak roof, containing some decorative structures. There are two columns that form a triangle. Those columns will be cut and a framework will be constructed that will support equipment above the mezzanine and a new eight-foot-high ceiling will be built. The equipment can be serviced through the removable ceiling constructed underneath the equipment.

Essentially the plans are to work in three major parts of the building. The project begins with installation of the equipment and construction of the outside buildings. Once the equipment is in place and operational, work inside the building will begin. New duct work from the air handling system in the mezzanine and the east side will be run through the building in the truss space. There is also a branch that will come off that will feed the offices around the perimeter of the building, allowing the office space temperatures to be controlled individually. Equipment on the mezzanine will serve the library and the small meeting room and the equipment that will be outside the Pio Costa Auditorium will serve the auditorium and the history room.

The construction period should begin around the middle to the latter part of March, and anticipated completion would be by the end of September or the first or second week of October. It's important the work be done in that time frame, because there is a period of time when the old system has to be shut down and the building could not be heated if this occurred during the winter. Shutting the system down in the summertime will result in no air conditioning for a few days, but this is tolerable.

The operation of the library can continue while the work is being done by breaking down the work space in sections and closing one section at a time. The auditorium, the Board meeting room and the gallery will not be able to function for a period of time. The work will be constructed with what's known in the industry as "swing space," using space to move people within the building.

Ms. Cohan asked what happens with the books. Ms. Anderson said the books cannot be moved, and when there is work on the two children's quadrants, perhaps only half the collection will be accessible. This

depends on how much room is needed for construction. Access to the main collection depends on how well the area is concealed when they are working in the office areas. Mr. Schmidt said the whole quadrants will not be shut down for the entire period of time.

Ms. Cohan asked about how shutting down the air conditioning in the summertime will affect the operation of the building. The union contract calls for the library to be closed if the inside temperature reaches 85 degrees or over. If it is a cool day, however, the building can operate. Mr. Fell said the system will be converted over and new pipes will be installed during the time that the heating system ends, approximately April 15th to late April, and the cooling system begins, which is mid-to-late May. The plan is for the existing pipes and the new pipes to be energized with chilled water, so that cooling will be available for the entire library by the middle of May. The plan calls for the old system to stay active until the spaces are vacated.

Mr. Moscone asked about the noise that will be made during the renovations. Bid specifications will detail how the renovation is to proceed so there will be as little disruption in the library as possible. The computers where the books are processed cannot be moved, so that work has been scheduled during vacation time, the last two weeks of August. A pre-bid conference is recommended to explain to the contractors what is involved with this project. This should take place around February 21st. The contractors can pick up documents and then do a walk-through of the library with Mr. Fell.

Ms. Cohan asked when the 20-day period for Trenton to get the plans back commenced. Mr. Fell says assuming the plans were there last Thursday, the time would be within 20 working days after that date. Mr. Fell explained receipt date for the bids is scheduled for March 8th. Mr. Fell said that permits cannot be issued until DCA approval of the plans, but the contract can be awarded before that. Bids are scheduled to be received on March 8th, the Wednesday before the March Board meeting. At that time, Brownworth plans to have a recommendation for the Board. Hopefully the Board will see fit to award contracts at that time so the project can be started by the end of March, resulting in construction beginning before the air conditioning season.

Lead time for the equipment is not a problem. It will take a few months to build the space, to put the equipment inside. Availability for most equipment is running about 12 weeks.

Mr. Daughtry asked about the kind of duct work to be used. Mr. Fell said all duct work is thermally and acoustically lined on the inside. The duct work exposed in the library is a double wall construction. It's metal perforating inside with insulation and then a solid outer jacket that will be painted. What can't be seen is galvanized with internal lining for thermal and acoustic properties. The concealed duct work would be metal on the outside, acoustic material on the inside. The acoustic material is one inch thick. The fans will no longer exist.



Mr. Daughtry asked about the return air flow, how it will effect the wiring. Mr. Fell said the wiring is in conduits, not exposed. The system will have both a hot water loop and a cool water loop. The insulation that is presently there is a dual temperature loop. Mr. King asked about the life expectancy of the pipe. Brownworth had checked the specifications for the building and taken that into consideration. They are assuming that existing boilers are in good operating condition. The water has not been tested for sludge. Mr. Fell said the system will be drained and flushed. Mr. King suggested running a test on the existing pipes on the system. Mr. Daughtry said he would like to see a test run by cutting out a piece of the pipe and examine it. The piping is a closed system. The best procedure would be to run a test on the pipes before the Library goes to bid. Mr. Daughtry said to take the original specs for the system and compare the material you find to the specs and then the condition of the material that should be there. Mr. Ernstrom suggesting using the Library's maintenance contractor, CentralPack, could conduct the test, since they are already under contract.

Mr. Daughtry brought up scheduling for the elections since some of the rooms will be used as election polling places. The area must be allow for accessibility to accept the voting machines and set up them up, using the machine on the day and then taking down of the equipment. Ms. Anderson said the elections are the only activities scheduled for the rooms. There will be no other programs for three to three and a half months. Mr. Rompala said to the election dates to consider are April 18th for the school board election, June 6 for the primary election, and then, just in case the project runs over, November 7th for the general election. The specifications will contain the dates of the election, plus time to allow for access for the placement and removal of the machines before and after the election dates.

Mr. Daughtry asked if there would be penalties for not fulfilling the construction on time. Mr. Evans said dates for completing the phases could be in the bid documents. Mr. Moscone said a schedule is necessary because the temperature needs to be checked so it conforms to the union contract, the noise level has to be considered and there has to be consideration for perceived unsafe work conditions. Ms. Anderson said the library must do a fair amount of public relations because many people come to the library for quiet. Mr. Fell said the type of duct work being used is prefabricated and installation should not create a considerable amount of noise. Mr. Moscone said the performance specifications are very important because if the Library needs to be shut down, then we have to let the public and the employees know. Mr. Fell said the specs direct the contractor to cut the openings for the air outlets in the duct work before he installs the duct work; to prefab as much as possible. Also the contractor will know he needs to shut down the services for as minimal amount of time as necessary.

Mr. Daughtry asked about the thermostat controls. Mr. Fell said temperature controls for an automated system in the building are not being considered, since this would result in a great expense to the project. Duct mounted smoke detectors are included. Controls for air

handlers are included. There is no anticipated upgrade to the existing electrical system. Mr. Rompala asked since this is a public building, if there are controls for the director to insure that an area isn't being heated and cooled at the same time. Mr. Fell said there is a telephone modem that sends out a general alarm system. Mr. Daughtry suggested one control that would indicate when there is a problem with the heating or cooling system in the building. Eight or nine contact closures that identify the basic operating functions of the system could be used, operating through the alarm system. All that is needed is relay closures in the building to the monitoring company, who will call saying there is a problem. There is no emergency generator at the Library.

The ceiling fans in the Library will be removed. Mr. Fell said the temperature of the outside air is controlled by a discharge controller. It varies with the outside air temperature and the building temperature. Mr. Moscone asked if there would be a readout for the percentage of opening of the damper for a certain temperature, so the Library can verify the air quality. Mr. Fell said it is not in the budget to do that. There is a minimum set point on the damper. The minimum opens when the temperature within the return air within the building is up to a set point. From there on, it depends on what the thermostat is asking for in the space, whether it opens more or stays at minimum. When the system goes into cooling, it goes back to minimum. Mr. Ernstrom asked if there is provision for carbon dioxide monitoring. Mr. Fell was not sure, but there should be enough outside air introduced into the building to control that.

Mr. Fell said the specs are for a generic system, so that it is open for competitive bidding. The specifications are written around a Johnson Control system, but other manufacturers are not prohibited from bidding.

The expense of the project allows for only very minor contingencies. Mr. Barile said he has reviewed the plans. Mr. Rompala asked for Mr. Barile to comment on the project. Mr. Barile said he is pleased that it is a four-pipe system. He is concerned that the concept of the units being housed in the two building additions has been thoroughly explored on a cost-benefit basis. He understands the equipment would have to be a different type if it were to be exposed to the elements. The cost for the building additions has been shown, but he asked if all the various costs have been analyzed for the total cost for outside units on a slab with a fence around versus using indoor units, building additions, et cetera. Mr. Fell said there were a number of estimates that were made for this project and one of them was to mount the equipment outside with a fence around it. The inside work was not materially affected by that, with the exception of the gallery area. As the system is right now, there is no way for any outside air, if it were introduced into the building, to get out of the building except for opening the doors and some very minor toilet exhaust.

Mr. Rompala asked if there is an ability to limit the settings for the temperature controls in the office area and throughout the building. Mr. Fell said the thermostats in the office are not readily approachable by an individual in the office because of the use of

variable air volume diffusers in the offices. Those set points are within the diffusers, and changing them on a daily basis is not an easy thing to do. The thermostats mounted on the walls will have a limited range to whatever the library wishes.

Ms. Anderson asked if the project includes anything to address the cold air and/or the snow that comes into the building through the vents going into the various rooms. Mr. Fell said these will be sealed.

Mr. Rompala asked about the scheduling, how much time has been allocated for the contractor on the job from award of bid. Mr. Fell said he would expect the contractor to start immediately. Mr. Rompala said typically there is a time for execution of the contracts, getting and providing the insurance, and then a preconstruction meeting that could run about six weeks from award of the bid until actual start of construction. Brownworth's schedule was a lot tighter than that.

Mr. Daughtry asked if Mr. Barile has enough information to answer questions about the out buildings that the Township Committee might have. Does he have enough information to answer questions whether the out buildings is the right way to go about renovating the system. What is the additional cost for putting the equipment in structures as opposed to outside the building? Is this the right way to proceed, even though there is more money involved? Mr. Schmidt said that the only way you can really answer that question was to have two sets of bids prepared, but that was not cost effective. Mr. Fell said his guesstimate would put the cost somewhere around \$150,000 to \$200,000 more to build the structures. Mr. Ernstrom said the life of the units would be 15 years for the outside units, whereas the sheltered units have a life expectancy of 25 years. Mr. King said there are also other issues, such as security of the units. And, Mr. Schmidt said, you have a glycol system versus a water system, glycol being more expensive to use, as well creating a Hazmat situation. Mr. Ernstrom said the ability to get the units serviced in the winter was another factor considered. Also, the outside electrical would have to be weatherproofed. Mr. Daughtry asked that the letter submitted to the Board by Brownworth Engineering addressing these issues be made available to Mr. Barile before his meeting with the Township Committee.

Mr. Schmidt said the Library has the money for the anticipated cost of the project. But if something happens down the road and the Board comes up short, the Library needs to turn to the Township for the additional funds.

Mr. Schmidt asked Mr. Evans to explain how the bidding process works. Mr. Evans said he has one addition to the bid advertisement involving mandatory language. He has reviewed the invitation bid and all the specifications. A few minor changes have already been discussed. He asked when the Board intends to publish the bid advertisement. Mr. Fell said it depends on when the Board authorizes the project to go out to bid. Mr. Evans said typically there is a 20-day window between publication of the bid and the invitation. However, although he would prefer a 20-day period, there is no requirement that it be 20 days. A

20-day period would allow for maximum exposure, to get as many bids as possible. He definitely agrees a prebid conference is a good thing, but the proposed date of February 21st is a little tight. Also the performance incentives need to be discussed. The bids call for a liquidated damage clause of \$1,000 day beyond the completion date. An exact date for completion needs to be inserted. From that date forward, the entire project needs to be substantially completed or the contractor could incur a \$1,000-a-day penalty. Compliance with a staggered approach to finishing areas of the building is not in the agreement and the agreement would need to be revised if that is the Board's recommendation.

Other matters discussed centered around should there be completion of phases dates in the bids, and also should the contractor be held to shutting down the air conditioning in the building for only a certain amount of time. Mr. Rompala said interim benchmarks is probably more important than the temperature of the building, because contractors are going to be scared to agree to maintaining building temperature, something they really have no control over. Mr. Moscone asked if there would be an impact to the budget if the Library must pay the employees if the Library has to be shut down. Mr. Schmidt said the hours are already included in the budget, so this would not cause a monetary impact to the budget. Mr. Rompala said the Library can schedule vacation time, although this would not be an easy route to take.

Mr. Barile said holding weekly job meetings will monitor the project so that benchmarks within the contract may not be necessary. Mr. Rompala said the Township can make sure the inspectors are frequently stopping by the Library. They won't officially be the Clerk of the Works, but the contractor will realize this is a public project, and to pay close attention to the work.

Mr. King said it is essential that Mr. Barile have all the information concerning the cost effectiveness for the enclosed units versus the opened units. Mr. Fell said he supply him with the letter that was written to the Board detailing this issue.

Mr. Rompala said it has to be made clear to the bidders that their prime subcontractors have to submit the public works contractor certifications. Generally there are problems with this information not being submitted with the bids, and could result in a fatal defect not allowing the contract to be awarded. If the general contractor has the necessary licenses, he is certified to do the work.

Mr. Daughtry said he will advise the Township Budget Committee that he has asked the Library Board to help the Township out by contributing monies to the Township, but because of the expense of this project, it will be impossible for the Library to do that this year.

Mr. Schmidt said at this time the Board is asking Mr. Fell to give Mr. Barile the documentation defining the pros and cons of the enclosed versus the unenclosed units. Mr. Fell will follow up on the carbon dioxide sensor. Mr. Daughtry will get the specifications on the control panel. Ms. Anderson will provide Mr. Fell with the election

dates. The Board plans to publish a large article asking for public understanding and cooperation during the construction phase. CentralPack will be asked to cut the pipe so it can be inspected, and Mr. King will follow up on that.

Mr. Schmidt said the agenda for Monday's meeting will include a resolution that the Board go out to bid on the project on February 15th. The bid will be advertised in the Library's official newspaper, the Daily Record.

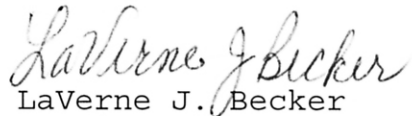
Mr. Rompala said the bid must contain language that the Library must be accessible for the election machines a week prior to and a week after the dates of the elections.

Mr. King made a motion to adjourn the meeting; seconded by Mr. Ernstrom.

APPROVED, unanimously

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,



LaVerne J. Becker

Confidential

Administrative Assistant