

**TOWN OF BURRILLVILLE
LIBRARY BUILDING COMMITTEE
MEETING MINUTES**

REGULAR MEETING of the Burrillville Library Building Committee held Thursday, April 14, 2005 at 6:30 P.M. at the Jesse M. Smith Memorial Library, 144 Main Street, Harrisville, RI.

MEMBERS PRESENT: Michael A. Caron, David C. Ketcham, Brian P. Lanoie, Robert J. Martel, and G. Wayne Miller

MEMBERS ABSENT: Victor D. Antonello and James H. Moran

EX OFFICIO MEMBER ABSENT: William A. Andrews, Town Councilor

OTHERS PRESENT: Michael C. Wood, Town Manager; Louise R. Phaneuf, Town Clerk; Jay Litman, AIA, Project Architect and Director, Newport Collaborative Architects, Inc.; Michael van Hamel, Newport Collaborative Architects; Randy Collins, Gates, Leighton & Associates, Landscape Architects; Karen Mellor, OLIS State Reimbursement Program; Sandra Mundy, Library Director; Cindy Symanski, Children's Librarian; Mary Skaba, Circulation Services; Linda Rivet, Reference Librarian; Aaron Coutu, Library Board of Trustees.

The meeting was called to order at 6:45 P.M.

I. COMMITTEE CERTIFICATION AND SWEARING IN

Louise R. Phaneuf, Town Clerk, swore in and delivered certification papers to Michael A. Caron, David C. Ketcham, Brian P. Lanoie, Robert J. Martel, and G. Wayne Miller. She congratulated them on their appointment to the committee and thanked them for their service to Burrillville.

II. CHARGE TO THE COMMITTEE

Michael C. Wood, Town Manager

Mr. Wood explained to the committee that an official written charge from the Town Council would be forthcoming. He continued to explain the role of the committee as appointed representatives of the Town Council. Generally, the committee will process and pay bills, track the project budget, solicit and award bids, provide formal updates on the project to the Town Council and follow the project through to completion. Mr. Wood offered the services of the town administration and town solicitor to the committee as needed throughout the project.

Mr. Wood clarified that funding for the project has been approved by the taxpayers but state matching funds have not yet been approved.

If state funding is unavailable, the Town Council would need to revisit the viability of the project as it was presented to the taxpayers as a project that would receive matching state funds.

III. UPDATE OF PROGRESS

Jay Litman, AIA, Project Architect and Director, Newport Collaborative Architects, Inc.

Mr. Litman presented to the committee an overview of the progress made during the month of March 2005 which primarily deal with establishing a workable site.

During a meeting on March 3, 2005 with the library trustees and staff, the focus was on the site design issues, the RIDEM application and site remediation plan, and the establishment of utilities for the site. Addressing concerns about the site elevation, adjustments were made to allow for fewer slopes and stairs which will ultimately aid in future site development. A book collection count was finalized and while the new library will appear largely empty upon opening, the current design allows for twenty years of growth to the library collection.

On March 7, 2005 the architects met with Town officials, representatives from Lincoln Environmental and representatives from Edwards and Kelcey, civil engineers, to further prepare the

application to RIDEM. Specifically hoping to find a way to phase the remediation of the Stillwater Mill site as the town is still in the process of acquiring site property.

The square footage of the building was reduced from 27,000 square feet to 24,700 square feet which still allows for a percentage of the space to be used as shared public space and allows for growth over 20 years. At \$180 per square foot, the 24,700 square foot design places the project cost closer to the 4.3 million dollar goal.

On March 23rd, 2005, a meeting with Mike Wood, Joe Raymond, Tom Kravitz, and Ray Levesque, among others, was held to discuss the Zoning and Planning issues. The Town's planning guidelines call for a "small village" plan for the Stillwater Mill Complex while the Town's charge to the architect was to retain the industrial mill complex flavor to reflect Town history. The architects will work with Planning and Zoning in the upcoming months to determine where variances from the Village Plan may be required.

March 29, 2005 marked a meeting with RIDEM officials during which they agreed to a phased approach to remediation for the site. Review of the geotechnical investigation uncovered an underground chamber on the site which is now marked with barrels and yellow tape. Further, there is concrete on the site anywhere from 7 inches to 2 feet thick in places and underneath the concrete is 3-6 feet of unconsolidated fill-structural steel, gravel, dirt, glass, bolts of wool, granite boulders, and piping. Finally, beneath it all is good brown

bearing sand which eliminates the need for costly piles. Mr. Litman explained that the least expensive way to manage the site is to take down the buildings, crush the concrete, sift through and remove the steel and debris to be taken to a landfill. The structural debris can then be used to fill the site back in, including the newly discovered underground chamber. He estimated this process would take about 3-4 months. The investigation further established that the soil on site was not as badly polluted as originally suspected and that it will be acceptable to keep it at the site with a soil cap. Lincoln Environmental will resubmit an application for remediation to RIDEM based on keeping soil at the site. A Remediation Action Work Plan (RAWP) will be established by RIDEM over a three month period. Once the RAWP is approved the application goes to Wetlands Division of RIDEM.

Mike Wood added that town administration will remain involved with the RIDEM issues, working independently of the Building Committee to accomplish site preparation.

Mr. Litman addressed concerns that roof surfaces would be visible from East Avenue or other vantage points stating that with the current proposed elevation no roof surfaces will be visible.

Mr. Litman explained that once the Design/Development Plan is set, the structural engineer will develop a structural steel grid. At that time they will look more closely at roof configurations working closely with MEP (mechanical, electrical and plumbing). He stated

that MEP will need flat roofs to put equipment on and that a flat roof is cheaper to build than a pitched roof. The current look on the site is one of a conglomeration of buildings and roof types; he expects the final roof configuration to reflect that look.

Mr. Litman expects the design/development phase to be complete by the end of May. The summer will be spent completing the construction documents and hopes the project will be ready to go out for bid by September or October of 2005. He anticipates a foundation could be in place in the spring of 2006 with 20 months of construction to follow.

Mr. Litman stated that they were prepared to submit an application for a grant from the Champlain Foundation which has a May 31, 2005 deadline. Mike Wood was asked if the project did receive grant money, would it be used to offset currently budgeted costs or used to increase the total project budget. Wood responded that it would be a decision of the Town Council and he expects that they will try to hold close to the original premise given to the taxpayers which was that fundraising and grants will offset the 5 million dollar cost instead of allowing increased spending on the project.

IV. STATE CONTRUCTION REIMBURSMENT

Karen Mellor, (OLIS) State Construction Reimbursement Program

Ms. Mellor gave an overview of the application process stating that the program receives applications on a rolling basis and provides

reimbursement to the Town in the fiscal year following completion of the project. The Town is eligible for reimbursement of up to 50% of construction and architectural/engineering costs (with a cap of \$150 per square foot) as will be detailed in a contract with the State made prior to the Town going out to bid the project. While there is no guarantee right now that the money will be available, she stated cautious optimism as there is a tentative agreement from the Department of Administration that the project falls within the parameters of the reimbursement program. She also stated the Burrillville Library is a high priority project because Burrillville has never received construction reimbursement funding in the past and because Burrillville is designated as one of the governors' "growth centers". Before going out to bid however, we will have a signed agreement with the state indicating how much money the state will commit to the project.

V. GENERAL DISCUSSION AND QUESTIONS

Mr. Litman stated that there will be two bids on the project. The first will be for the building and the second will be for the furnishings.

When questioned about alternative sources of energy for the building Mr. Litman explained that grant monies are not available to fund these options and the exorbitant initial cost of establishing these sources is prohibitive.

The committee asked if there is a possibility that site development

costs can be shared with adjacent land owners, Mr. Wood explained that while it is possible in the future, a commitment is unlikely in the timeframe established by this project. The Town is still in the process of acquiring the clock tower building and hopes to have that acquisition complete by October of this year.

Because of the complex site issues and size of the project Mr. Litman strongly recommended the town hire a “clerk of the works” for the project.

Mr. Wood added that a fundraising committee is being established and efforts to publicize the landmark moments of the project and to keep the community involved in the process will aid fundraising efforts. G. Wayne Miller, President of the Jesse M. Smith Board of Trustees and member of the Building Committee offered that the Library Board of Trustees would oversee the “public relations” campaign in conjunction with the fundraising committee. Sandra Mundy, Library Director, suggested a live webcam at the construction site once construction begins.

The Building Committee agreed to meet with the architects, members of the architectural team, town officials, and library staff on the 2nd Thursday of the month at the library at 6:30 P.M. The next meeting is Thursday, May 12th , 2005 at 6:30 P.M. At this meeting the Committee agreed to meet at library and walk over to site for a “tour”. Further, the Committee agreed to meet, Building Committee members only, on

Thursday, April 28, 2005 to attend to organizational matters and to receive the official written charge from the Town Council.

VI. ADJOURNMENT

A motion was made by G. Wayne Miller and seconded by David C. Ketcham to adjourn the meeting at 8:15 P.M.. With no further discussion the vote in favor was unanimous.

Information relating to the meeting is on file with the record of the minutes in the office of the Town Clerk.

Recorded by _____

Monica L. Riffle, Clerk to the Committee

Approved by _____

Library Building Committee Member

Date Approved _____