

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

REGULAR MEETING of the Burrillville Library Building Committee held Wednesday, December 21, 2005 at 6:30 P.M. at the Burrillville High School Media Center, 425 East Avenue, Harrisville, RI.

MEMBERS PRESENT: Victor D. Antonello, G. Wayne Miller, James H. Moran, and Robert J. Martel

MEMBERS ABSENT: Michael A. Caron, David C. Ketcham, Chris Blakely

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

OTHERS PRESENT: Sandra Mundy, Jay Litman, Tom Kravitz, Joe Raymond

The meeting was called to order at 6:41 P.M. by Vic Antonello, Committee Chair

I. REVIEW OF THE MINUTES

A motion was made by James Moran and seconded by Wayne Miller to

accept the revised minutes from the meeting on 11-9-2005. With no further discussion, the vote in favor was unanimous.

A motion was made by James Moran and seconded by Robert Martel to

accept the revised minutes from the meeting on 12-6-2005. With no further discussion, the vote in favor was unanimous.

II. PUBLIC COMMENT

None

III. CONSIDER AND ACT UPON CORRESPONDENCE

A. Invoice #5626 for \$45,000.00 dated 10/14/05 from Newport Collaborative

Architects, Inc.

A motion was made by Robert Martel and seconded by Wayne Miller to

approve the invoice for payment. With no further discussion, the vote in

favor was unanimous.

B. Invoice #5791 for \$22,435.69 dated 12/15/05 from Newport Collaborative Architects, Inc. Vic Antoniello questioned the printing charges and the need for in-progress prints.

A motion was made by James Moran and seconded by Robert Martel to approve payment for the invoice. With no further discussion, the vote in favor was unanimous.

C. 1. Newport Collaborative Architects, Inc.

Change Order #5: dated December 5, 2005 for \$28,414.

Tom Kravitz raised some concerns with the documentation regarding \$24,154 representing the Planning Board Application Package and Presentation. As further discussion and item detailing is necessary, Tom Kravitz and Jay Litman will arrange to review this matter and report the resolution at the next meeting. Approval of this portion of the Change Order is delayed pending this review.

A motion was made by James Moran and seconded by Wayne Miller to partially approve Change Order #5 for the amount of \$4,260. With no further discussion, the vote in favor was unanimous.

2. Newport Collaborative Architects, Inc.

Change Order #6, dated December 5, 2005 for \$ 12,897.

Jay Litman noted some reductions from the original amount of \$15,372

including modifications to the River Wall repairs and Raceway Plug;

totaling a \$2,475 reduction from the previously submitted Change Order

#6. Vic Antonello questioned the additional costs associated with the

River Wall repair. Further discussion of the matter is required, Tom

Kravitz will arrange a follow-up meeting to include Mike Wood, Jay Litman, Jim Moran and Vic Antonello.

A motion was made by James Moran and seconded by Wayne Miller to

approve Change Order #6, less the \$4,950. (proposed additional charges

for River Wall Repairs) thus approving a total of \$7,947 at this time.

With no further discussion, the vote in favor was unanimous.

D. Letter from Wallace Lees, President of Town Council documenting the vote to appropriate the additional \$2.2 million in

funding for the Library Building Project. Jim Moran motioned to receive and file the correspondence. Robert Martel seconded the motion. The correspondence is to be included on the next meeting agenda. With no further discussion, the vote in favor was unanimous.

OLD BUSINESS

IV. PROJECT UPDATE/GENERAL DISCUSSION

Jay Litman provided an updated Project Schedule. The basic timeframe has not changed however, the relocation of the OLIS offices may result in a two week delay in OLIS processing of the contract. To optimize upon fiscal scheduling, a final punch list is targeted for 5/2008 since completion of the final OLIS Audit prior to 7/2008 would permit eligibility for the initial reimbursement phase in 2010. The final project estimate is being fine tuned with the estimator and the Final Estimate Date is still on target for January 14, 2006. Vic Antoniello requested prompt notification from NCA should any further situations arise that may result in alteration of the schedule.

Vic Antoniello will forward comments to NCA regarding the

Electrical

requirements to assure that all considerations are made for items eligible for

the Energy Rebate through Pascoag Electric.

V. CAPITAL CAMPAIGN/LIBRARY FUNDRAISING COMMITTEE UPDATE

None. Peter Walsh has resigned from the Committee.

VI. OLIS AND CHAMPLIN GRANT UPDATE

Sandra Mundy reported that the OLIS application is on track, the written

appendix has been approved. Still needed are the financial figures, Library

Council approval, a statement of future expansion possibilities and signatures of

the Official Trustees. The proposed Library Budget has been approved by

Town Council.

Sandra Mundy has delivered the check for \$250,000 from Champlin to the Treasurer's office for deposit.

NEW BUSINESS

VII. REQUIREMENTS AND CONSIDERATION FOR CLERK OF THE WORKS FOR PROJECT

Vic Antonello discussed the timing for bring a Clerk of the Works on to the project. Jay Litman suggested that the Clerk should be on-site just prior to the construction start, with lead-in time to get up to speed on the project. Jay Litman also recommended the following:

- 1. Compensation be established as a standard weekly rate**
- 2. Daily work schedule to be “as-needed” based on demands of site activity, not a standard 8 hour day.**
- 3. Clerk should have specific experience with Public Library Construction and Site Remediation Construction.**
- 4. Insurance requirements to include Professional, General, Vehicular and Workers’ Compensation Liability Insurance.**
- 5. Using a digital camera, the Clerk should be required to document the project progress with daily site photos. The photos should be maintained as a part of the construction process record as well as e-mailed to the applicable parties as a part of the daily project log and update.**

Jim Moran agreed to take on an assignment relative to hiring the Clerk; specifically identifying the scope of work, advertising, recruitment, and criteria.

VIII. REVIEW AND DISCUSSION OF CONTRACT DRAWINGS AND SPECIFICATIONS FOR BIDDING

Vic Antoniello requested the completed drawing as soon as possible to allow sufficient time to review the additions and deletions to the project. Jay Litman indicated that drawings will be available as such when the completion is at 100%.

IX. BID SCHEDULE UPDATE

See item IV (above)

X. ADJOURNMENT

A motion was made by James Moran and seconded by Wayne Miller to adjourn the meeting at 8:19 P.M. With no further discussion the vote in favor was unanimous.

The next meeting is scheduled for Thursday, January 12, 2006. Bernadette Schuster will request an ongoing reservation of the Media Center for the 2nd Thursday of each month.

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

Recorded by _____

Bernadette M. Schuster, Clerk to the Committee

Approved by _____

Library Building Committee Member

Date Approved _____