

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

REGULAR MEETING of the Burrillville Library Building Committee held Tuesday, December 6, 2005 at 6:45 P.M. at the Burrillville High School Media Center, 425 East Avenue, Harrisville, RI.

MEMBERS PRESENT: Victor D. Antoniello, Chris Blakely, Michael A. Caron, David C. Ketcham, G. Wayne Miller, James H. Moran, and Robert J. Martel

MEMBERS ABSENT: none

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

OTHERS PRESENT: Sandra Mundy, Jay Litman, Steve Cadorette

The meeting was called to order at 6:52 P.M. by Vic Antoniello, Committee Chair

I. INTRODUCTION

Introduction and welcome of new committee member Christopher Blakely.

II. REVIEW OF THE MINUTES

A motion was made by James Moran and seconded by Wayne Miller to table approval of the minutes from the meeting on 11-9-2005 until the next meeting. With no further discussion, the vote in favor was unanimous.

III. PUBLIC COMMENT

None

IV. CONSIDER AND ACT UPON CORRESPONDENCE

A. Invoice #5701 for \$43,304.11 dated 11/15/05 from Newport Collaborative Architects, Inc.

A motion was made by James Moran and seconded by Wayne Miller to approve the invoice pending an explanation of print charges from Jay Litman. With no further discussion, the vote in favor was unanimous.

B. Invoice #2510066 for \$1,040.81 dated 10/14/05 from Lincoln Environmental.

Steve Cadorette provided an explanation for the invoice detail and the process required for the remedial action plan to develop the Stillwater site.

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

C. Invoice #171 for \$4,424.00 dated 10/27/05 from Edwards and Kelcey.

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

D. Architects meeting notes and documents submitted by Jay Litman per the

following:

- November 30, 2005 Library Building Committee Meeting Notes to discuss needs for the building with the property owner and discuss security scope of project.**

- **Engineers Estimate for Site Development Costs**

David Ketcham motioned to receive Architect's meeting notes into record, motion was seconded by Robert Martel and vote was unanimous.

OLD BUSINESS

IV. PROJECT UPDATE/GENERAL DISCUSSION

Jay Litman opened the discussion with a review of the 11/30/05 meeting notes and elaborated on updated issues. Of special interest was the concern regarding the stairs leading from the parking lot to the Millhouse Restaurant. The RI Governor's Commission on the handicapped will not approve installation of the stairwell unless a ramp for handicap access is also installed. While the stairwell would be convenient as well as aesthetic to break the view of the high wall, the ramp installation would be costly and pose several problems. The ramp would be steep due to the grade of the slope, create an invitation to skate boarders and pose potential liability/maintenance concerns. Vic Antonello recommended that the stairway be eliminated. James Moran motioned to eliminate the stairway from the plans, the motion was seconded by Robert Martel. Further discussion addressed the need to notify the Planning Board that the stairwell will be eliminated. Bernadette Schuster will contact Tom Kravitz to include the item on the Planning Board Agenda.

Jay Litman updated the status of the OLIS application. e surveying and environmental site costs incurred to date because these costs are reimbursable by OLIS. Jay Litman presented the Engineers Estimated Site Development Costs worksheet tabulating the cost at \$2.2 million.

V. OLIS AND CHAMPLIN GRANT UPDATE

Sandra Mundy reported that the \$250,000 check for the 1st installment from Champlin has been received and deposited.

VI. DISCUSS TOWN COUNCIL'S FUNDING FOR LIBRARY

Discussion of Town Council's approval for additional funding up to \$7.5 million as requested for the Project.

VII. CAPITAL CAMPAIGN/LIBRARY FUNDRAISING COMMITTEE UPDATE

None, Sandra Mundy indicated that the group will be resuming activities soon.

NEW BUSINESS

VIII. PROPOSAL LETTER TO COUNCIL REQUESTING APPROVAL OF ANNUAL OPERATING BUDGET FOR LIBRARY

David Ketcham drafted a letter for presentation to Town Council and Bernadette

Schuster will request inclusion on the agenda for the 12/14/05.

Sandra Mundy will attend to present and request approval of the budget.

IX. DISCUSSION OF OPERATING BUDGET FOR THE NEW LIBRARY

Sandra Mundy presented the revised Library Operating Budget with estimated expenses of \$600,000 for the first year of operation. The budget includes addition of a full-time custodian and 8 part-time staffers with anticipated increases after the first two years of operation. Additional funds were allocated for supplies, utilities and materials. The Budget must receive approval from Town Council prior to submission for OLIS, the item will be requested for the 12/14/05 Town Council Meeting Agenda.

A motion was made by Wayne Miller and seconded by Jim Moran to adopt the proposed Library Operating Budget. With no further discussion the vote in favor was unanimous.

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

Vic Antonello opened the discussion regarding the hiring process for a Clerk of the Works. The Clerk of the Works will oversee the project and act as an owner's representative in working with the contractors. The recommendation is that the Clerk will review the scope of work, coordinate testing, and assist Lincoln Environmental with DEM requirements and oversee site work. Jay Litman advised that the Clerk should be on board prior to the bidding process and arrangements should be made to accommodate the Clerk with an on-site work location. The hiring process for the Clerk will require allocation of funding in the budget, preparation of a job description, advertising and selection criteria, all to be reviewed at the next meeting.

XI. ADJOURNMENT

A motion was made by Chris Blakely and seconded by David Ketcham to adjourn the meeting at 8:34 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 _____

Bernadette M. Schuster, Clerk to the Committee

Approved by _____

Library Building Committee Member

Date Approved _____