

REGULAR MEETING of the Burrillville Library Building Committee held Wednesday, November 9, 2005 at 6:30 P.M. at the Jesse Smith Library, 105 Harrisville Main Street, Harrisville, RI.

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

MEMBERS ABSENT: Michael A. Caron

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

OTHERS PRESENT: Sandra Mundy, Pamela Choi Redfern, Elizabeth Greaves, Karen Mellor

The meeting was called to order at 6:45 P.M. by Vic Antoniello, Committee Chair

I. REVIEW OF THE MINUTES

A motion was made by James Moran and seconded by David Ketcham to approve the minutes (with minor revisions) from the meeting on 10-19-2005. With no further discussion, the vote in favor was unanimous.

II. PUBLIC COMMENT

None

III. CONSIDER AND ACT UPON CORRESPONDENCE

A. Letter from June Rockwell Levy Foundation awarding a \$50,000 grant to the Library.

A motion was made by James Moran and seconded by David Ketcham to record and file with gratitude. With no further discussion, the vote in favor was unanimous.

B. Invoice for \$88.00 from Bernadette Schuster, Clerk to the Committee

A motion was made by James Moran and seconded by Wayne Miller to approve payment for the invoice submitted by Bernadette Schuster, Clerk to the Committee. With no further discussion, the vote in favor was unanimous.

C. Architects meeting notes submitted by Pamela Redfern per the following:

- October 24, 2005 Security Meeting to discuss needs for the building**

with the property owner and discuss security scope of project.

- October 24, 2005 Harrisville Fire Department Meeting to discuss Fire Code Review.**
- October 27, 2005 Tel/Data Meeting to discuss telephone and data requirements.**
- November 02, 2005 Burrillville Building Department Meeting to discuss the Building and Fire Code Review.**

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

Pamela Redfern provided a general project update. While a permit review was scheduled, a meeting with ADA officials is still pending. Recent modifications and cost containment measures were made relative to ceiling plan revisions, structural engineering, lighting requirements, fixture selection, ductwork, and hardware. Additional modifications were specifically made to the children's program room and the concourse. The stair and ramp configuration, walkway patterns and landscaping are still being fine tuned.

The elevator opening has been flipped with the storage area to accommodate code requirements with respect to visibility. A meeting

with project Engineers and the Landscape Architect is scheduled for Tuesday, November 15 to review the River walk and Dye house demolition. The group will also evaluate the impact of the demolition on the River wall and the potential need for bracing the wall during demolition.

Concern was raised by Committee members regarding the timing of the final revisions and the impact the revisions will have on the project timeline as well as the OLIS application since a final project cost number is required. Karen Mellor indicated that the contract should be based upon the best estimate that is available when the project is going to bid. Karen Mellor further stated that OLIS requires a full project cost which is supported by details of all resources, grants, etc that will fund the project including a commitment from the Town Council to fund the remaining costs not covered by other sources. Vic Antoniello stated that a firm final cost figure is required, and the Committee is very aware of the fluctuation of material costs that will continue to escalate and making the situation very time sensitive. Karen Mellor also indicated that Town Council's commitment to underwrite the project must be for a specific total project dollar amount, not a blanket letter of commitment.

Pamela Redfern stated that the final project cost number may not be available until mid-January. Jim Moran voiced concern that the delay will prevent approval by Town Council at the December 28 meeting, further delay will result in missing out on the lower bond rate. In

addition, the bidding process cannot begin until DEM approval has been satisfied, and the DEM approval process can take approximately six weeks. OLIS does not re-adjust funding if the final bids come in higher than the funded price and the plan approved by OLIS cannot be modified to comply with bid specifications without restarting the process. Karen Mellor stressed that costs cannot be cut by downsizing the existing building - the size cannot be compromised any further if OLIS funding is to be maintained.

Wayne Miller voiced concern that any further value engineering will result in diminished returns on the project. Vic Antoniello requested that NCA allocate more resources to the project to accelerate the arrival at a cost figure, and provide a timeline and list of activities (studies, permit applications, approvals, etc) required before beginning the bidding process. Pamela Redfern will develop a timeline of activities to assist with the process and an approximate delivery date for final project CD's. The CD's are presently 70-75% complete, the final stretch is most significant in assuring accuracy in the cost figures.

V. OLIS AND CHAMPLIN GRANT UPDATE

a. Review of information required to complete OLIS application.

Sandra Mundy updated on the status of the OLIS application and provided a list of items still outstanding for completion of the

application. The most pressing items are the final cost figures and the narrative appendix. Karen Mellor indicated that the application is not set in stone and can be appended if needed. Sandra Mundy will continue to work with Karen Mellor to complete the application, once completed the application will require approval of Town Council and must be signed by the Chair of the Board of Trustees.

VI. CAPITAL CAMPAIGN/LIBRARY FUNDRAISING COMMITTEE UPDATE

None

NEW BUSINESS

VII. DISCUSSION OF OPERATING BUDGET FOR THE NEW LIBRARY

Sandra Mundy presented a preliminary Library Operating Budget and information relative to the state Grant-in-Aid Program. All operating costs are new since the existing library building will be used by the town for other purposes once library operations have relocated. The existing building is also maintained by the Board of Administration; the new Library's Operating Budget will not be funded by the Board of Administration.

State funding from the Grant-in-Aid program is on a tiered program

that will increase significantly over the next 5 years of operation. The present allocation of these funds between Jesse Smith and Pascoag will need to be reviewed since the new building will have higher operating costs than Jesse Smith. The preliminary Operating Budget accounted for an approximate 77% increase over current spending. Jim Moran voiced concern that the budget should be reviewed to assure that sufficient funding is being allocated for maintenance and staffing of the new building. The Operating Budget funding should permit for the addition of part time staff and a full time custodial employee so that upkeep of the facility will not be compromised. The new Library will maintain current hours of operation (53 hours per week presently), which conforms to State mandates, but additional staff will be required to properly service the facility. Sandra Mundy will obtain clarification regarding the allocation of funding for maintenance of the grounds, parking lot and sidewalks of the building (this is likely a municipal expense) and do additional comparative research of neighboring Library Budgets to determine if the funding request is appropriate for a library of this size.

VIII. PREPARATION OF REQUEST TO COUNCIL TO GUARANTEE FULL FUNDING FOR LIBRARY CONSTRUCTION

A motion was made by David Ketcham and seconded by Wayne Miller to table this item until the next meeting. With no further discussion the vote in favor was unanimous.

IX. DISCUSSION FOR REQUEST OF PROPOSAL

Vic Antonello opened the discussion of RFP in anticipation of the bidding process, specifically as related to the need for a Clerk of the Works. Pamela Redfern described the activities usually performed by The Clerk of the Works: to oversee the project and act as an owner's representative in working with the contractors. The addition of a Clerk of the Works is highly recommended since the Clerk maintains a full time presence on site and oversees the remediation of the project. The hiring process for the Clerk will require allocation of funding in the budget, preparation of a job description, advertising and selection criteria.

X. ADJOURNMENT

A motion was made by Jim Moran and seconded by David Ketcham to adjourn the meeting at 8:40 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.