

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

**REGULAR MEETING of the Burrillville Library Building Committee held Thursday, February 9, 2006 at 6:30 P.M. at the Burrillville High School, 425 East Avenue, Harrisville, RI.**

**MEMBERS PRESENT: Victor D. Antonello, David C. Ketcham, James H. Moran, G. Wayne Miller, Christopher Blakely, Robert J. Martel**

**MEMBERS ABSENT: Michael A. Caron**

**EX OFFICIO MEMBER PRESENT: William A. Andrews, Town Councilor**

**OTHERS PRESENT: Sandra Mundy, Jay Litman, Tom Kravitz, Kevin Blais, Karen Mellor,**

**Jim Libby**

**The meeting was called to order at 6:37 P.M. by Vic Antonello, Committee Chair**

**I. PUBLIC COMMENT**

**Kevin Blais requested that the meeting packet be made available to**

him either at the meeting or in advance of the meeting. Vic Antonello will look into the matter further.

## **II. REVIEW OF THE MINUTES**

A motion was made by David Ketcham and seconded by Wayne Miller to accept (with revision) the minutes from the meetings on 1/26/2006. With no further discussion, the vote in favor was unanimous.

## **III. REVIEW AND ACT ON THE FOLLOWING CORRESPONDENCE:**

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

and file a copy of the Proposal for Services from Lincoln Environmental for

consulting services during the implementation of the Remedial Action Work

Plan. Vic Antonello indicated that the total estimate of \$86,621, is a “not to exceed amount” that will be billed on a time and material basis. This amount needs to be added to the OLIS application. Tom Kravitz noted that the proposed fees need to be discussed further

**with Lincoln Environmental, and he will do so. With no further discussion, the vote in favor was unanimous.**

#### **IV. REVIEW AND ACT ON INVOICES/EXPENSES:**

**A. Invoice from Bernadette Schuster not presented, and will be added to the next agenda.**

**B. A motion was made by James Moran and seconded by David Ketcham to**

**approve Invoice 2506143 dated 6/27/05 from Lincoln Environmental, Inc. for**

**the amended amount of \$471.88, since a prepayment was made against this**

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

**C. A motion was made by David Ketcham and seconded by Wayne Miller to**

**approve Invoice 2509098 dated 9/15/05 from Lincoln Environmental, Inc. for**

**\$392.25. With no further discussion, the vote in favor was**

**unanimous.**

**D. A motion was made by James Moran and seconded by David Ketcham to**

**approve Invoice 2512042 dated 12/15/05 from Lincoln Environmental, Inc. for**

**\$1,723.25. With no further discussion, the vote in favor was unanimous.**

**E. A motion was made by David Ketcham and seconded by James Moran to table**

**approval of Invoice 5837 dated 1/15/06 from Newport Collaborative Architects for 32,805.32. The invoice will be presented at the next meeting. With no further**

**discussion, the vote in favor was unanimous.**

## **V. REVIEW AND ACT ON CHANGE ORDERS:**

**A. A motion was made by David Ketcham and seconded by Wayne Miller to**

**approve NCA Change Order #5, revised on 2/7/06 for \$15,350.**

**In addition to**

**the previously approved amount of \$4,260, the full amount now approved on**

**Change Order #5 is \$19,610. With no further discussion, the vote in favor was**

**unanimous.**

**B. A motion was made by David Ketcham and seconded by Robert Martel to**

**approve NCA Change Order #6, revised on 2/7/06 for \$4,500. In addition to**

**the previously approved amount of \$7,977, the full amount now approved on**

**Change Order #5 is \$12,477. With no further discussion, the vote in favor was**

**unanimous.**

## **VI. REPORTS**

## **A. ARCHITECT**

**Jay Litman reported that the Project Manual and Drawings were completed and**

**delivered to OLIS on Monday, February 6, 2006. Jay distributed and discussed**

**the following documents:**

- Full 100% CD Pricing Set**
- Construction Document Estimate – 100%, 2/3/06**
- Value Engineering/Review of Cost Estimate, 2/9/06**
- Engineers Estimate for 100 % CD Site Development Costs, 1/20/06**
- List of Bid Alternates No. 1- 9, 2/9/06**
- Estimated Project printing costs, 2/9/06**
- Project Manual**

**Still pending for OLIS is the budget for signage and graphics for the building interior, expected from the vendor early next week. Estimated signage will be about \$12,000.**

**James Moran questioned the List of Bid Alternates to clarify that the building is whole without the alternates. Jay Litman confirmed that the Bid Alternates are additions to the final estimate if elected. Jay Litman reported on the 100% completion status of the Cost Estimate.**

**The present Construction estimate is \$4,741,536; the Estimate for Site Development is \$2,235,245. NCA is now revising the bid form to isolate site work from the building construction in the event that building costs need further containment. This will enable the bidding and site development phase to proceed without further delay. Under final review at this time are Town Insurance requirements and specifications for the lead and asbestos abatement plan. The Committee should coordinate with Lincoln Environmental on completion of the abatement plan for submission to the Board of Health for approval.**

**Robert Martel was concerned that some of the Mechanical value engineering revisions may compromise the HVAC system in the long run. Vic Antoniello questioned the significant increase in overall costs compared to initial estimated provided in August. Jay Litman accounted for rising material costs and indicated that conservative measures have been taken in arriving at the final cost estimate. Cost per square foot at this time is \$192.**

## **B. LIBRARY ADMINISTRATION**

**Sandra Mundy distributed the following items relative to completion of the OLIS application:**

- Copy of Appendix H (Sample Construction Agreement with OLIS)**
- Preliminary estimate of construction costs worksheet**
- Estimated listing of furniture and equipment needed for Library Operation.**

**Chris Blakely questioned why the furniture and computer costs, estimated at approximately \$170,000 are not included in the Architect's Cost Estimate since these items are vital for operation of the Library. Jay Litman confirmed that only installed equipment items are included in the Building Cost Estimate; furniture and office equipment are not. Further discussion addressed the need for internal data wiring for internet access (rather than wireless operation) and Sandra Mundy clarified that internal wiring is a statewide requirement for CLAN operation at this time. Jay Litman will check to determine if the internal wiring is included as a part of the base bid.**

**Sandra Mundy is still waiting for the documentation relative to accessibility requirements, building capacity confirmation and evaluation of flood hazard documentation. Tom Kravitz reported that the recent flood was a 120 year flood and the present wall height meets the requirement for a 100 year flood, the project specifies for**

**the rive wall to be raised by three feet.**

**In response to a question from David Ketcham, Karen Mellor confirmed that the bond interest does not need to be included in the OLIS application. The turn-around time for the OLIS application is approximately 30 days, and must be done before the project can be put out to bid. Targeted completion of the OLIS application is approximately two weeks, moving the estimated bid date out to the end of March. Vic Antoniello suggested a meeting with Mike Wood to discuss funding for the project as soon as the remaining data is available.**

### **C. PLANNING DEPARTMENT**

**Tom Kravitz is going to research the asbestos abatement plan for the building demolition to determine if those costs will be qualified for the application.**

**VII. DISCUSS AND TAKE ACTION ON SCOPE OF WORK, SELECTION  
CRITERIA AND ADVERTISING FOR A CLERK OF THE WORKS  
FOR  
THE PROJECT**

**James Moran distributed the following documents relative to the Clerk of the Works recruitment:**

- **Advertisement for Clerk of the Works**
- **Bid Form for COW application**
- **Duties and Responsibilities of the Position**
- **Candidate Evaluation Form**
- **Interview Questions**

**In summary, the Clerk of the Works should be responsible directly to the Committee, have prior experience in Municipal (especially Library Projects), report on resources available and provide references from prior projects. The questions will determine the competency of the candidate and how well the individual will work with the Committee. Hiring the Clerk of the Works will be contingent upon the project viability.**

**Discussion was raised about the naming of the Library, James Moran will confirm with the Town Solicitor and Town Council that the Jesse Smith Library name is desired for the new location.**

## **VIII. DISCUSS AND TAKE ACTION ON CD COST ESTIMATES, SPECIFICATIONS, AND DRAWINGS.**

**Robert Martel requested a complete set of drawings for review of the Mechanical specifications and will report his recommendations to NCA. Jay Litman indicated that there is still time for a final review. The drawings and specification will be held in Tom Kravitz office, Robert Martel will report on his findings.**

## **IX. DISCUSS AND TAKE ACTION ON OLIS REIMBURSEMENT CONTRACT**

**Discussed in item IV c (above)**

## **X. GENERAL DISCUSSION OF THE PROJECT**

**Vic Antoniello reported that the Town received a Loan/Grant (\$268,000 loan and \$67,000 grant) from EDC that will cover unexpected Environmental expenses that may arise during site clean up. A contingency for eligibility is insurance coverage on the project, which is estimated to be approximately \$100,000. Tom Kravitz is soliciting insurance quotes with several companies.**

**Kevin Blais questioned the location of the archived files of the**

previous Committee Meetings. All records will be located at Town Hall and Bernadette Schuster will update the files within the next two weeks. Kevin Blais also requested that copies of all documents distributed at the meeting be made available to him. Vic Antonello will look into the matter.

## **VIII. ADJOURNMENT**

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

adjourn at 8:30 P.M. With no further discussion the vote in favor was

unanimous.

The next meeting is scheduled for Thursday, February 23, 2006, 6:30 p.m. at

**Jesse Smith Library.**

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** \_\_\_\_\_