

REGULAR MEETING of the Burrillville Library Building Committee held Thursday, February 23, 2006 at 6:30 P.M. at the Jesse Smith Library, 144 Main Street, Harrisville, RI.

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

MEMBERS ABSENT: Michael A. Caron, James Moran

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

OTHERS PRESENT: Sandra Mundy, Jay Litman, Tom Kravitz, Pamela Redfern

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

I. PUBLIC COMMENT

None. Vic Antonello reported on a discussion held with Walter Kane, Town Solicitor regarding the discussion of agenda items and availability of materials to non-Committee members at meetings. Mr. Kane indicated that issues not included on the agenda do not have to be addressed by the Committee, but may be placed on a future agenda for discussion. Materials only need to be supplied to invited members actively working on the Committee. Documents that are

distributed during the meeting are considered to be working materials that have not yet been filed into the public record and need not be distributed to members of the public. Following further discussion, Wayne Miller suggested that Walter Kane attend a future meeting to clarify the matter so that the Committee can reach consensus on the matter and establish a procedure. Mr. Kane will be invited to attend the next Committee Meeting.

II. REVIEW OF THE MINUTES

A motion was made by David Ketcham and seconded by Robert Martel to accept (with revisions) the minutes from the meeting on 2/9/2006. With no further discussion, the vote in favor was unanimous.

III. REVIEW AND ACT ON THE FOLLOWING CORRESPONDENCE:

None.

IV. REVIEW AND ACT ON INVOICES/EXPENSES:

A. A motion was made by David Ketcham and seconded by Wayne Miller to approve an Invoice dated 1/12/06 for \$168.30 from Bernadette Schuster.

B. Following discussion, the Committee reached consensus that the requirements for completion of the cost estimate had been met by NCA and a motion was made by Wayne Miller and seconded by David Ketcham to approve Invoice 5837 dated 1/15/06 from Newport Collaborative Architects for \$32,805. With no further discussion, the vote in favor was unanimous.

V. REVIEW AND ACT ON CHANGE ORDERS:

None.

VI. REPORTS

A. ARCHITECT

Jay Litman (NCA) reported on a discussion held with the RIDEM reviewer in response to the request for a wetland permit. The application has been verbally approved and is in the process of completing written approval which will be mailed upon completion. Still pending is the remedial action work plan that is being handled by Lincoln Environmental at this time.

Jay Litman also confirmed that all internal wiring is included in the base contract estimate for the project.

With the exception of resume details and building capacity data, all OLIS information has been provided by NCA. Jay Litman met with Bob Adams of Graphic Designers, and they reviewed a budget for signage for the library (including a dedication plaque.) Sandra Mundy is still reviewing the final figures with Karen Mellor of OLIS.

Jay Litman suggested a fundraising idea involving a contest for naming the street leading into the Stillwater Complex.

B. LIBRARY ADMINISTRATION

Sandra Mundy reported on a recent meeting with Karen Mellor to finalize the OLIS application. A final review of numbers estimates a potential \$3.16 million reimbursement, dependent on the final project audit. Sandra Mundy anticipates completion of the application by the end of next week. Based on all sources, the overall project cost seems to be in line with available funding, providing that bids come in within range.

C. PLANNING DEPARTMENT

Tom Kravitz reported on the January 27, 2006 Proposal with Lincoln

Environmental to provide Environmental Consulting services during the remediation phase of the project. A recent addendum to the Proposal was negotiated to include the asbestos abatement plan in the “not-to exceed” cost estimate for \$86,621. The asbestos abatement plan must now be approved by the state Department of Health in order for the abatement to proceed. Since the approval process is timely, Jay Litman advised issuing the asbestos abatement plan as an addendum to the bid package so that the bidding process will not be further delayed.

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

James Moran is handling the development of the job description for the Clerk of the Works, and due to his absence the subject will be discussed at the next meeting. Jay Litman suggested advertising the RFP for the Clerk of the Works at the same time as the project is put out to bid.

VIII. DISCUSS AND TAKE ACTION ON CD COST ESTIMATES, SPECIFICATIONS, BID DOCUMENTS AND DRAWINGS.

Further discussion was held regarding the Proposal from Lincoln Environmental for Environmental Consulting fees. The proposal

covers three separate tasks to be undertaken by Lincoln relative to monitoring environmental issues at the job site during construction.

- Task 1 covers reporting, preparation and filing of required plan documents in compliance with the USEPA Revolving Fund.**
- Task 2 includes all soil, groundwater, fill and demolition material sampling and disposal in addition to capping and drain closures.**
- Task 3 details the associated consulting, project management and meetings as required to coordinate these activities with the Town and contractors.**

The total not to exceed cost for these services is \$86,621. A signed copy of the proposal will be forthcoming. A motion to approve the Proposal as received was made by Wayne Miller and seconded by David Ketcham. With no further discussion, the vote in favor was unanimous.

Vic Antoniello requested that the bid package be structured to permit site work to be bid separately from the building portion of the project.

While it will be most advantageous to have the same contractor provide both site work and the building construction, separating the site work from the building portion of the project will afford the opportunity to re-bid the building portion should bids come in higher than anticipated. Jay Litman is presently working on a plan to effectively modify the bid form to allow for this separation.

Vic Antonello discussed including an add alternate to the package that would permit the DPW to perform some of the site work. Jay Litman suggested defining the specific scope of work that DPW is equipped to perform; i.e. landscaping, sub-grading, paving, concrete work, etc. Jay Litman will further define the scope of work with Rich Bernardo of DPW. David Ketcham requested that the priority level of the project be considered by DPW before committing to the scope of work. The project timetable could be compromised if DPW has conflicting town responsibilities that prevent them from coordinating the Library project work in a timely fashion.

Jay Litman suggested that the pre-bid conference be held at the Town Hall due to its close proximity to the site, which would allow contractors to do a site walk thru. Pamela Redfern suggested that the pre-bid conference and site walk-thru be mandatory.

IX. DISCUSS AND TAKE ACTION ON OLIS REIMBURSEMENT CONTRACT

Sandra Mundy and Wayne Miller will meet with the Library Board of Trustees for review of the OLIS application.

X. GENERAL DISCUSSION OF THE PROJECT

Discussed above.

VIII. ADJOURNMENT

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

adjourn at 7:48 P.M. With no further discussion the vote in favor was

unanimous.

The next meeting is scheduled for Thursday, March 9, 2006, 6:30 p.m. at

Burrillville Town Hall Chambers.

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