

**REGULAR MEETING of the Burrillville Library Building Committee held Thursday, May 11, 2006 at 6:30 P.M. at the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI.**

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

**MEMBERS ABSENT: Michael A. Caron**

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

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

**The meeting was called to order at 6:40 P.M. by Vic Antoniello, Committee Chair**

## **I. PUBLIC COMMENT**

**On behalf of the Committee members, Vic Antoniello presented Sandra Mundy with a thank you gift for the exceptional effort and work that resulted in the successful approval of the OLIS application.**

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

**A motion was made by David Ketcham and seconded by Wayne Miller to accept the minutes from the meeting on 4/13/2006. 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 David Ketcham to receive and file the Bid Extension document from Newport Collaborative Architects dated May 5, 2006. With no further discussion the vote in favor was unanimous.**

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

**A. A motion was made by James Moran and seconded by David Ketcham to approve for payment Invoice 033106, dated 3/31/06 from Bernadette Schuster, Clerk to the Committee for \$323.40. With no further discussion the vote in favor was unanimous.**

**B. A motion was made by James Moran and seconded by Robert Martel to approve for payment Invoice 043106, dated 4/30/06 from Bernadette Schuster, Clerk to the Committee for \$163.35. 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 payment for Invoice #6077 dated 04/15/06 from Newport Collaborative Architects for \$4,517.72. Following discussion**

regarding bid preparation and negotiations and printing costs on the invoice, the vote in favor was unanimous.

D. A motion was made by Robert Martel and seconded by Christopher Blakely to defer approval for payment on Invoice 2602005 from Lincoln Environmental dated 2/15/06 for \$3,387.75 until the next meeting since internal approval has not yet been received. With no further discussion, the vote in favor was unanimous

E. A motion was made by Robert Martel and seconded by Wayne Miller to approve payment for an Invoice dated 04/01/06 from The US Postal Service for \$50.00 for box rental. With no further discussion, the vote in favor was unanimous.

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

None

## **VI. RATIFY THE EXTENSION OF THE LIBRARY CONSTRUCTION BID PERIOD TO MAY 17TH.**

A motion was made by James Moran and seconded by Robert Martel to ratify the extension of the Library Construction Bid to May 17, 2006 at 3:00 p.m.. With no further discussion, the vote in favor was unanimous. Jay Litman of NCA has informed the interested bidders of the bid date extension.

## **VII. RATIFY THE EXTENSION OF THE CLERK OF THE WORKS BID**

**PERIOD TO MAY 17TH.**

**A motion was made by David Ketcham and seconded by Robert Martel to ratify the extension of the Library Construction Bid to May 17, 2006 at 3:00 p.m.. With no further discussion, the vote in favor was unanimous. Bernadette Schuster has notified all interested bidders of the bid date extension.**

#### **VIII. DISCUSS INTERVIEW PROCESS AND ESTABLISH SCHEDULE TO INTERVIEW BIDDERS FOR THE CLERK OF THE WORKS POSITION**

**James Moran recommended that the Clerk of the Works interviews be held in Executive Session so that each interview can be conducted in a confidential manner. One committee member will ask the pre-determined list of questions and the candidate's responses will be scored by all committee members. The interview will then be opened up for follow-up questions. To date five (5) candidates have submitted bids and all will be scheduled for a 45 minute interview. Interviews for the Clerk of the Works position will be scheduled on May 25th.**

**James Moran will establish interview times for any COW candidates attending the bid opening, which will be followed by a letter from the Clerk to the Committee to confirm the interview. A similar process will be followed for the General Contractors who are bidding on the**

## **Project Construction.**

### **VI. REPORTS**

#### **A. ARCHITECT**

**Jay Litman reported on the continued interest in the project and the bidding process at this point. Several contractors have dropped out of the bidding process due to the project size and conflicting projects demands. The remaining interested contractors include:**

**O. Ahlborg & Sons, Inc.**

**Pezzucio**

**E.W. Burman**

**Lusi Construction**

**Barr, Inc.**

**In addition, 36 bid packages have been recorded, this number includes subcontractors and vendors interested in the project. The amount of interest the project has generated remains promising. Addendum 3 will be developed and released early next week to address issues regarding the book depository, carpeting and the identification of specific sub-contractors whose bids are included in the GC's final bid. The addendum will also include a final checklist that must be submitted with the bid to confirm that the contractor has included all necessary documents and items required for**

consideration.

## **F. LIBRARY ADMINISTRATION**

**Sandra Mundy reported that the application for the next installment of \$250,000 for funding from the Champlin Grant request is due on May 30th.**

## **G. PLANNING DEPARTMENT**

**Tom Kravitz reported on the testing of the clean fill material that was transported to the Library Project site from the Callahan School site. Results from testing of the soil indicate that it is not compliant with RIDEM standards and is not suitable for use at the Library Site. The attached memo from Steve Cadorette explains the results of the testing in detail. Lincoln Environmental is submitting a formal request to DEM Office of Waste Management which will hopefully enable the Town to use this material.**

**Vic Antonello requested that Tom Kravitz advise the committee of any similar situations prior to reaching decisions to relocate materials to the site.**

## **H. LIBRARY FUNDRAISING COMMITTEE**

**Don Andrews has been confirmed as a sixth member of the Committee a seventh member is still needed. A booth will be set up at the upcoming Family Fair to solicit volunteers for Fundraising Activities and distribute brochures about the Library Project.**

## **VII. DISCUSS GROUNDBREAKING CEREMONIES**

**Wayne Miller requested recommendations for a list of involved parties that should be invited to the groundbreaking ceremony. It is anticipated that a press release and attendance by prominent parties will present additional fundraising opportunities.**

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

**Jay Litman elaborated on the selection process for the General Contractors. Following the bid close, NCA will evaluate and summarize the bids and present recommendations to the Committee for selection of a Construction Contractor. Three or four contractors will be selected from this group for interview consideration.**

**Vic Antoniello suggested that the Committee select a point person (Committee member) who can act to make decisions in the event of a construction emergency. The individual should have local availability and sufficient construction knowledge to properly address a pending situation. The Committee will appoint a member following selection of the COW and Construction Contractor.**

## **IX. ADJOURNMENT**

**A motion was made by Robert Martel and seconded by James Moran to adjourn at 8:17 P.M. With no further discussion the vote in favor was unanimous.**

**The next meeting is scheduled for Thursday, May 25, 2006, 4:00 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.**