

**10/26/06 LIBRARY BUILDING COMMITTEE
REGULAR MEETING MINUTES
TAKEN BY: LISA RABIDEAU, LBC CLERK
MINUTES APPROVED ON: NOVEMBER 9, 2006**

DATE: THURSDAY, OCTOBER 26, 2006

TIME: 6:30 pm

PLACE: BURRILLVILLE TOWN HALL, 105 HARRISVILLE MAIN STREET, HARRISVILLE, RI

MEMBERS PRESENT: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan

MEMBERS ABSENT: Christopher Blakely

OTHERS PRESENT: Daniel Joubert, Clerk of the Works; Tom Kravitz, Burrillville Town Planner; Sandra Mundy, JMS Librarian; Walter Kane, Burrillville Town Solicitor

AUDIO TAPE: Started by Lisa Rabideau, LBC Clerk at 6:28 p.m.

CALL TO ORDER: Meeting was called to order by Victor Antoniello, Chairman, at 6:28 p.m.

1. EXECUTIVE SESSION

VOTED: To convene in executive session, pursuant to Rhode Island Open Meeting Law [42-46-5(a)(2)], for discussions relating to litigation matters. MOTION BY: James Moran SECONDED: David Ketcham

THOSE VOTING FOR THE MOTION*: Victor Antoniello, David

Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

***NOTE THAT THIS VOTE WAS TAKEN AS A ROLL CALL VOTE, PER EXECUTIVE SESSION GUIDELINES.**

THE COMMITTEE RETURNED FROM EXECUTIVE SESSION AT: 7:16 PM. It was noted by Victor Antonello at this time that two votes were taken in executive session.

VOTED: To seal the minutes from the executive session. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

2. PREVIOUS MINUTES

VOTED: To accept the minutes of October 12, 2006 Regular meeting (after striking asterisk that was incorrectly inserted in listing of second vote) and dispense with the reading of said minutes. MOTION BY: James Moran SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

3. UNFINISHED BUSINESS

LBC-002 Discuss and take action on correspondence from David Ketcham regarding his request that the committee consider and act on electing a secretary.

VOTED: To appoint David Ketcham to the position of secretary and

the responsibility of taking minutes in the absence of the clerk.

MOTION BY: James Moran SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

LBC-015 Discuss and take action on request to review and reconsider approval of the minutes from the regular Library Building Committee meeting held on June 15, 2006.

VOTED: To continue item to next meeting. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

LBC-028 Discuss and take action on 36" drain line.

VOTED: To continue item to next meeting. MOTION BY: David Ketcham SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

LBC-030 Discuss and take action on potential changes to the building (cornice, roof style, block color, window style).

VOTED: To continue item to next meeting. MOTION BY: David Ketcham SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

4. NEW BUSINESS

LBC-031 Discuss and take action on request from David Ketcham to send thank you notes to officials attending the Library

Groundbreaking Ceremony.

Committee reviewed both stationery and thank you letter provided by Lisa Rabideau.

VOTED: To send letters. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

LBC-032 Discuss and take action on PROPOSAL REQUEST #2 (dated 10/19/06) from Pamela Choi Redfern regarding specified emergency generator.

Discussion that this item is confusing as it refers to two items and does not require action on either at this time. It is possibly a typographical error.. Daniel Joubert will obtain clarification from architects.

VOTED: To table. MOTION BY: David Ketcham SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

LBC-040 Discuss and take action on engineering proposal from Edwards & Kelcey for drainage design work. NO ACTION TAKEN

Victor Antonielli advises that the actual proposal is not in yet but will likely be less than \$5000. If that is the case, either Antonielli or James Moran could approve the expenditure if necessary. A motion was put on the table to allow such approval but was withdrawn because that authority has already been given by the committee.

LBC-041 Discuss and take action on procedure to address unforeseen underground structures.

Victor Antoniello outlined what the current contract states regarding this item. It was reported that there have been multiple calls to Antoniello and James Moran regarding authorization for small expenses. Dan Joubert advises that it is customary for the Clerk of the Works to have authorization to approve such expenses without going to committee.

VOTED: To grant Clerk of the Works Dan Joubert authorization to approve time and material expenditures less than or equal to \$3000 relating to the footprint of the building only. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

5. INVOICES & EXPENSES

LBC-006 Discuss and take action on INVOICE # 2607060 from Lincoln Environmental (dated 7/17/06) in the amount of \$8172.75.

Tom Kravitz reports that a justification statement was received from Lincoln Environmental regarding both this item and the next. Kravitz reviewed the statement and is comfortable with the explanations. (NOTE FROM CLERK – a copy of the justification statement is included under “correspondence” in this meeting packet.)

VOTED: To pay invoice as written above. MOTION BY: David Ketcham
SECONDED: James Moran **THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan** **VOTING AGAINST: none**

LBC-017 Discuss and take action on INVOICE # 2608098 from Lincoln Environmental (dated 8/15/06) in the amount of \$1954.61, for professional services provided.

VOTED: To pay invoice as written above. MOTION BY: David Ketcham
SECONDED: Robert Martel **THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan** **VOTING AGAINST: none**

LBC-033 Discuss and take action on INVOICE # 6562 from Newport Collaborative (dated 10/15/06) in the amount of \$3578.29, for professional services provided.

David Ketcham notes that there is a charge of \$27.69 in this invoice that is for copies which he personally requested. He gave clerk a personal check for that amount (written to Newport Collaborative) to cover this expense.

VOTED: To pay invoice, less \$27.69, in the amount of 3550.60. MOTION BY: David Ketcham
SECONDED: James Moran **THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan** **VOTING AGAINST: none**

LBC-034 Discuss and take action on INVOICE # 5 from Lisa Rabideau (dated 10/15/06) in the amount of \$795.21 for clerk services.

VOTED: To pay invoice as written above. MOTION BY: Wayne Miller

SECONDED: James Moran THOSE VOTING FOR THE MOTION:
Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller,
James Moran, Michael Magnan VOTING AGAINST: none

LBC-035 Discuss and take action on INVOICE from B & M Printing
(dated 10/12/06) in the amount of \$35.80 for nameplates.

VOTED: To pay invoice as written above. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller,
James Moran, Michael Magnan VOTING AGAINST: none

LBC-036 Discuss and take action on REQUEST FOR REFUND from
Griffin Electric (dated 10/6/06) in the amount of \$200.00 for plans &
specifications they purchased in April 2006.

VOTED: To refer the above item to the Town Clerk for review.

MOTION BY: James Moran SECONDED: David Ketcham THOSE
VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Robert
Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING
AGAINST: none

LBC-037 Discuss and take action on INVOICE # 271000004 from E. W.
Berman (dated 10/31/06) in the amount of \$42,381.00, for general
contract services provided.

VOTED: To pay invoice as written above. MOTION BY: James Moran

SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:
Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller,
James Moran, Michael Magnan VOTING AGAINST: none

6. CHANGE ORDERS

LBC-038 Discuss and take action on Change Request #11: from E.

W. Burman (dated 10/17/06) in the amount of \$2,324 relative to Dye House Demising Foundation Wall.

Dan Joubert emphasized the importance of this wall. He states that it will close the project from both the elements and intruders.

VOTED: To approve Change Request #11 as written. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

LBC-039 Discuss and take action on Change Request #12: from E. W. Burman (dated 10/12/06) in the amount of -\$173 relative to Book Depository and Door 128 Modifications.

VOTED: To approve Change Request #12 as written. MOTION BY: Robert Martel SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

7. REPORTS

A. ARCHITECT NOT PRESENT

B. CLERK OF THE WORKS

Clerk of the Works Weekly Site Report 10/13/06

Clerk of the Works Weekly Site Report 10/19/06

Dan Joubert notes that project is on schedule. He is again commended for his work and it is noted that his reports are now on the Library web site.

VOTED: To receive and file. MOTION BY: James Moran

SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:
Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller,
James Moran, Michael Magnan VOTING AGAINST: none

C. GENERAL CONTRACTOR

Minutes from 10/12/06

Minutes from 10/19/06

VOTED: To receive and file. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller,
James Moran, Michael Magnan VOTING AGAINST: none

D. ENVIRONMENTAL CONTRACTOR NOT PRESENT

8. CORRESPONDENCE/COMMUNICATIONS

A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

VOTED: To receive and file all. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antonello, David Ketcham, Robert Martel, G. Wayne Miller,
James Moran, Michael Magnan VOTING AGAINST: none

9. GENERAL DISCUSSION OF PROJECT

Sandra Mundy notes that the Library Cookbook Fundraiser is going strong but recipes are still needed.

After being recognized by chair, general audience member (who later identified himself as Bob Marshall) addressed the committee with several questions. He referred to an advertisement in the Bargain Buyer and questioned some of the figures quoted in the ad. Marshall was advised that the committee did not place that ad. Victor

Antoniello and David Ketcham both offered explanations as to how the figures are tallied. Marshall advised committee that Town Manager Michael Wood had told him to come here for answers. The process of obtaining public documents was explained to Marshall and he was given an “open records request” form as well.

10. THIS MEETING WAS ADJOURNED AT 8:34 PM

VOTED: To adjourn. MOTION BY: James Moran SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Robert Martel, G. Wayne Miller, James Moran, Michael Magnan VOTING AGAINST: none

MINUTES

CERTIFIED

BY:

Lisa Rabideau, Clerk to LBC Date

MINUTES

APPROVED:

Victor Antoniello, LBC Chairman Date

NOTES FROM COMMITTEE CLERK:

- 1. THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 9, 2006 AT 6:30 P.M. IN THE TOWN COUNCIL CHAMBERS**
- 2. THIS MEETING WAS AUDIO-TAPED. THE CASSETTES WILL BE FILED WITH MEETING PACKET IN THE TOWN HALL.**