

**12/12/07 LIBRARY BUILDING COMMITTEE
REGULAR MEETING MINUTES
TAKEN BY: LISA RABIDEAU, LBC CLERK
MINUTES APPROVED ON 1-9-2008**

DATE: Wednesday, December 12, 2007

TIME: 6:30 pm

**PLACE: OAKLAND MAPLEVILLE FIRE DEPARTMENT, 46
Oakland School Street, Oakland, RI**

**MEMBERS PRESENT: David Ketcham, Victor Antonello, James
Moran, Christopher Blakely, Robert Martel**

MEMBERS ABSENT: G. Wayne Miller, Michael Magnan

**OTHERS PRESENT: Daniel Joubert, Clerk of the Works; Sandra
Mundy, JMS Librarian**

**CALL TO ORDER: Meeting was called to order by Victor Antonello
at 6:30 p.m.**

1. PREVIOUS MINUTES

**• That the question of accepting the minutes of November 14, 2007
(regular meeting) and the question of dispensing with the reading of
said minutes now be taken up.**

**VOTED: To ACCEPT the minutes of the November 14, 2007 (regular
meeting) and dispense with the reading of said minutes. MOTION**

BY: James Moran SECONDED: David Ketcham THOSE VOTING

FOR THE MOTION: Victor Antonello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

• That the question of accepting the minutes of November 28, 2007 (special meeting) and the question of dispensing with the reading of said minutes now be taken up.

VOTED: To ACCEPT the minutes of the November 18, 2007 (special meeting) and dispense with the reading of said minutes. MOTION

BY: James Moran SECONDED: David Ketcham THOSE VOTING

FOR THE MOTION: Victor Antonello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

2. UNFINISHED BUSINESS

LBC-254 Discuss and take action on request from Victor Antonello regarding bronze plaque and exterior signs.

VOTED: To TABLE item until next meeting. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE

MOTION: Victor Antonello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-256 Discuss and take action on request from Victor Antonello regarding quote for telephone system.

New information and updated quote were distributed at meeting (will be attached in packet). Total cost for this purchase will be \$11,750 (which now includes handsets).

VOTED: To APPROVE updated quote in the amount of \$11,750.

MOTION BY: James Moran SECONDED: David Ketcham THOSE

VOTING FOR THE MOTION: Victor Antonello, David Ketcham, James

Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

3. NEW BUSINESS

LBC-275 Discuss relocation proposal(s).

New information distributed at meeting (will be attached in packet).

Vic Antonello noted that we are still waiting on third quote.

VOTED: To TABLE item until next meeting. MOTION BY: James

Moran SECONDED: David Ketcham THOSE VOTING FOR THE

MOTION: Victor Antonello, David Ketcham, James Moran,

Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-276 Discuss and take action on releasing 25% of the \$200,000

EPA Brownsfields Grant (\$50,000) from the library budget to the town

for payment on the purchase of the library property.

**New information distributed at meeting, including letter from solicitor
(items will be attached in packet). Vic Antonello outlined reasoning**

**for this item and it was discussed that money will be released from
LBC contingency...**

**VOTED: To APPROVE with note that the \$50,000 is to come out of
contingency and not out of grant money. MOTION BY: James Moran**

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

Victor Antonello, David Ketcham, James Moran, Christopher Blakely,

Robert Martel VOTING AGAINST: none

**LBC-277 Discuss and take action on proposal from Graphic
Designers Inc. regarding Secondary Dedication Plaque in the mount**

of \$2570.

VOTED: To TABLE item until next meeting. MOTION BY: David

Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-278 Discuss and take action on purchase order for exhibit cases in the amount of \$3493.

VOTED: To APPROVE as written. MOTION BY: James Moran

SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-279 Discuss and take action on purchase order for Kik-Step stools and book jacket cover roll dispenser in the amount of \$863.43.

VOTED: To APPROVE as written. MOTION BY: Robert Martel

SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-280 Discuss and take action on utility budget for the library building through March 21, 2008.

Copy of estimated budgeted was distributed at meeting (will be attached in packet). Total cost is estimated to be \$21,926.56. David Ketcham notes he will add this into budget as a draw-down line item.

VOTED: To APPROVE. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

4. INVOICES & EXPENSES

LBC-281 Discuss and take action on approval of General Contractor's

Requisition #17 (dated 11/30/2007) in the amount of \$438,092.10 for contractor services.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-282 Discuss and take action on INVOICE # 7488 from Newport Collaborative (dated 11/15/07) in the amount of \$4780.60 for professional services.

VOTED: To TABLE invoice to next meeting. MOTION BY: David Ketcham SECONDED: Christopher Blakely THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-283 Discuss and take action on INVOICE # 1473547 from ATC Lincoln (dated 11/16/07) in the amount of \$58.08 for professional services.

VOTED: To PAY INVOICE as written. MOTION BY: Christopher Blakely SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-284 Discuss and take action on INVOICE # 000638568 for delivery of 2600 gallons of oil from Dennis K. Burke, Inc. (on 11/29/07) in the amount of \$7048.83.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely,

Robert Martel VOTING AGAINST: none

LBC-285 Discuss and take action on INVOICE # 3773 from Lawrence Brothers, Inc. (dated 11/16/07) for \$73.54 for miscellaneous items purchased by Dan Joubert.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, James Moran, Christopher Blakely,

Robert Martel VOTING AGAINST: none

LBC-286 Discuss and take action on payment for ORDER #7037045742 from Staples (dated 11/29/07) in the amount of \$209.34 for filing cabinets for A.V Closet #2.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, James Moran, Christopher Blakely,

Robert Martel VOTING AGAINST: none

LBC-287 Discuss and take action on INVOICE # 18439 from Graphic Designers, Inc. (dated 11/15/07) in the amount of \$5224.50 for 25% deposit on signage.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, James Moran, Christopher Blakely,

Robert Martel VOTING AGAINST: none

LBC-288 Discuss and take action on INVOICE from Creative Office Pavilion (dated 12/6/07) in the amount of \$29,857.75 for furniture down payment.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, James Moran, Christopher Blakely,
Robert Martel VOTING AGAINST: none

LBC-289 Discuss and take action on INVOICE #34 from Lisa Rabideau
(dated 11/25/07) in the amount of \$460.10 for clerk services.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, James Moran, Christopher Blakely,
Robert Martel VOTING AGAINST: none

LBC-290 Discuss and take action on INVOICE #35 from Lisa Rabideau
(dated 12/9/07) in the amount of \$605.40 for clerk services.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: Christopher Blakely THOSE VOTING FOR THE
MOTION: Victor Antoniello, David Ketcham, James Moran,
Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-291 Discuss and take action on INVOICE #4807 from Daniel
Joubert (dated 12/5/07) in the amount of \$257.51 for Clerk of the
Works monthly expenses.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, James Moran, Christopher Blakely,
Robert Martel VOTING AGAINST: none

5. CHANGE ORDERS

LBC-292 Discuss and take action on Change Request #74 from E. W.
Burman (dated 11/13/2007) in the amount of \$1392 relative to Ledge
Removal.

VOTED: To APPROVE change request as written. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-293 Discuss and take action on Change Request #94 from E. W. Burman (dated 11/16/2007) in the amount of \$550 relative to Relocation of Emergency Light Fixtures per Fire Chief Request.

David Ketcham voiced disapproval that the fire chief had approved plans for this fixture before it was installed.

VOTED: To APPROVE change request as written. MOTION BY: David Ketcham SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-294 Discuss and take action on Change Request #99 from E. W. Burman (dated 12/3/2007) in the amount of \$2311 relative to Additional Plantings at the back of Sidewalk Adjacent East Avenue.

Dan Joubert states he is not satisfied with this plan.

VOTED: To TABLE change request until next meeting. MOTION BY: Christopher Blakely SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-295 Discuss and take action on Change Request #100 from E. W. Burman (dated 11/29/2007) in the amount of \$403 relative to Redistribute/Split Circuit #LP2-3.

Dan Joubert suggests that committee NOT approve this item.

VOTED: To REJECT change request as written. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-296 Discuss and take action on Change Request #101 from E. W. Burman (dated 11/29/2007) in the amount of \$457 relative to Removing Existing Plantings & Grade Slope Adjacent Annex Building.

VOTED: To APPROVE change request as written. MOTION BY: Robert Martel SECONDED: Christopher Blakely THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-297 Discuss and take action on Change Request #102 from E. W. Burman (dated 11/29/2007) in the amount of \$334 relative to Fan Guard for UNIT Heater UH-8.

VOTED: To APPROVE change request as written. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

LBC-298 Discuss and take action on Change Request from PSI-NESP (dated 11/15/2007) in the amount of \$10,334.34 relative to Modifications and Additions to Shelving.

Dan Joubert outlined changes.

VOTED: To APPROVE change request as written. MOTION BY:

David Ketcham SECONDED: Christopher Blakely THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, James Moran, Christopher Blakely, Robert Martel VOTING AGAINST: none

6. REPORTS

A. ARCHITECT NOT HERE

B. CLERK OF THE WORKS NONE

C. GENERAL CONTRACTOR NOT HERE

D. ENVIRONMENTAL CONTRACTOR NOT HERE

E. PLANNING DEPARTMENT NOT HERE

F. LIBRARY ADMINISTRATION NONE

G. LIBRARY FUNDRAISING COMMITTEE

It was noted that the Champlin check is expected next week. Also: reminder that the Silent Auction and Dinner Dance is to be held on February 9, 2008 at the Crystal Lake Golf Club.

H. BUDGET UPDATE ATTACHED

7. CORRESPONDENCE/COMMUNICATIONS

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

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

1) Letter (dated 9-21-07) to Pam Redfern from the Burrillville Planning Board regarding parapet walls.

2) Email (dated 11-15-07) from Sandra Mundy confirming the award of this year's \$250,000 Champlin Grant.

VOTED: To RECEIVE AND FILE all. MOTION BY: David Ketcham

SECONDED: James Moran THOSE VOTING FOR THE MOTION:

Victor Antonello, David Ketcham, James Moran, Christopher Blakely,

Robert Martel VOTING AGAINST: none

8. GENERAL DISCUSSION OF PROJECT

**Victor Antonello questioned when Karen Mellor performs OLIS audit.
Dan Joubert states it will be done after the holidays.**

9. THIS MEETING WAS ADJOURNED AT 7:29 PM

**VOTED: To ADJOURN. MOTION BY: James Moran SECONDED:
Robert Martel THOSE VOTING FOR THE MOTION: Victor Antonello,
David Ketcham, James Moran, Christopher Blakely, Robert Martel
VOTING AGAINST: none**

MINUTES

CERTIFIED

BY:

Lisa Rabideau, Clerk to LBC Date

MINUTES

APPROVED:

Victor Antonello, LBC Chairman Date