

# **3/12/2008 LIBRARY BUILDING COMMITTEE**

## **REGULAR MEETING MINUTES**

**TAKEN BY: LISA RABIDEAU, LBC CLERK**

**MINUTES APPROVED ON APRIL 9, 2008**

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**DATE: Wednesday, March 12, 2008**

**TIME: 6:30 pm**

**PLACE: Jesse M. Smith Memorial Library, 244 Harrisville Main Street, Harrisville, RI**

**MEMBERS PRESENT: David Ketcham, G. Wayne Miller, Michael Magnan, Robert Martel**

**MEMBERS ABSENT: Victor Antoniello, Christopher Blakely, James Moran**

**OTHERS PRESENT: Sandra Mundy, JMS Librarian; Daniel Joubert, Clerk of the Works; Ed Pienkos, Burrillville Information Systems Manager**

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

### **1. PREVIOUS MINUTES**

**That the question of accepting the minutes of February 13, 2008 (regular meeting) and the question of dispensing with the reading of said minutes now be taken up.**

**It was noted that there was a minor error in the "Others Present"**

**section of minutes (the name Mundy was listed twice).**

**VOTED: To ACCEPT the minutes of the February 13, 2008 (regular meeting) as amended, and dispense with the reading of said minutes.**

**MOTION BY: Michael Magnan    SECONDED: Wayne Miller    THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel    VOTING AGAINST: none**

## **2. UNFINISHED BUSINESS**

**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 advises that the plants are in. He also noted that if we accept the fencing, some plants will be moved.**

**VOTED: To REJECT the change request as written.    MOTION BY: Michael Magnan    SECONDED: Wayne Miller    THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel    VOTING AGAINST: none**

**LBC-300 Discuss and take action on video surveillance for the library. Bid summaries were distributed at this time (copy will be placed in meeting packet). It is noted that this bid includes the wiring for the local history room but not the cameras themselves. Dan Joubert recommends that we accept bid from Shanix in the amount of \$7530.50.**

**VOTED: To ACCEPT the above outlined bid from Shanix in the amount of \$7530.50. MOTION BY: Michael Magnan SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-301 Discuss and take action on additional video surveillance for Local History room.**

**VOTED: To APPROVE the purchase of cameras in an amount not to exceed \$500. MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-310 Discuss grand opening ceremony.**

**Wayne Miller informed committee of the speakers and other details of the grand opening ceremony. He also states he will have an item for next meeting regarding funding for the event.**

**NO ACTION TAKEN**

**LBC-334 Discuss and take action on Change Request #99-Rev 1 from E. W. Burman (dated 1/14/2008) in the amount of \$2152 relative to Additional Plantings at the Back of Sidewalk Adjacent East Ave.**

**VOTED: To APPROVE the change request as written. MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-335 Discuss and take action on Change Request #104 from E. W. Burman (dated 1/18/2008) in the amount of \$24,810 relative to Furnish & Install Additional “Riverwalk Fencing” along East Avenue.**

**VOTED: To APPROVE the change request as written. MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-338 Discuss and take action on Change Request #106 from E. W. Burman (dated 1/15/2008) in the amount of \$929 relative to Furnish & Install Chain-link Fencing on top of Existing Retaining Wall – Adjacent East Avenue.**

**VOTED: To REJECT the change request as written. MOTION BY: Michael Magnan SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

### **3. NEW BUSINESS**

**LBC-340 Discuss request from Ed Pienkos regarding Fiber Optic Cable for meeting room.**

**Ed Pienkos distributed documentation pertaining to this item. (A copy of which will be place in meeting packet) He explained and answered questions regarding his request.**

**VOTED: To APPROVE expenditure for fiber optic cable in an amount not to exceed \$3000. MOTION BY: Robert Martel SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING**

**AGAINST: none**

**LBC-341 Discuss and take action on confirming V.A.'s verbal approval of quote for large venue projector.**

**VOTED: To CONFIRM approval of item as written. MOTION BY: Wayne Miller SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-342 Discuss and take action on confirming V.A.'s verbal approval of library cleaning on 2/28/08 in the amount of \$252.**

**Actual bill came in at a higher amount and will need to be addressed in a new item at next meeting.**

**VOTED: To REJECT item as written. MOTION BY: Wayne Miller SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-343 Discuss and take action on quote for final cleaning of library before opening.**

**VOTED: To APPROVE expenditure as written. MOTION BY: Robert Martel SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-344 Discuss and take action on quote for sign post from Graphic Designers in the amount of \$2511.**

**Committee is unhappy with cost and will explore other avenues.**

**VOTED: To REJECT item as written. MOTION BY: Wayne Miller**  
**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-345 Discuss vacation pay for Dan Joubert.**

**Dan Joubert advises his contract included two weeks paid vacation per year, of which he did not fully take. He is requesting reimbursement for unused vacation time. Committee would like to see contract before taking action on this item.**

**VOTED: To TABLE to next meeting. MOTION BY: Michael Magnan**  
**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-346 Discuss additional work (after 4/1/08) for Dan Joubert regarding punch list items and change orders.**

**Dan Joubert notes that any work done after contract ends will be billed at the rate of \$40 per hour.**

**VOTED: To RETAIN SERVICES of Daniel Joubert after 4/1/08 at the rate of \$40 per hour as needed. MOTION BY: Michael Magnan**  
**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-347 Discuss and take action on returning CD's (\$60k) to JMS Library.**

**This item is regarding the \$60,000 worth of investment CDs that the library committed to the building project and whether it is appropriate to return them to the library at this time. David Ketcham would like to check in with town manager for an opinion before committee takes action on this.**

**VOTED: To TABLE until next meeting. MOTION BY: Michael Magnan**

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**

**VOTING AGAINST: none**

#### **4. INVOICES & EXPENSES**

**LBC-348 Discuss and take action on INVOICE # 5310 from PSI-NESP (dated 2/20/08) in the amount of \$54,467 for shelving.**

**Dan Joubert suggests deducting \$12,000 from this invoice as work is not complete. He states he has discussed this already with PSI-NESP.**

**VOTED: To PAY invoice in the amended amount of \$42,467.**

**MOTION BY: Robert Martel SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**LBC-349 Discuss and take action on INVOICES 1347441-001, 002, & 003 from Highsmith Inc. (dated 2/21 & 2/22/08) totaling \$603.50 for game table, easel, children's keyboard & mouse.**

**VOTED: To PAY invoice as written. MOTION BY: Michael Magnan**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**

**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**

**VOTING AGAINST: none**

**LBC-350 Discuss and take action on REIMBURSEMENT REQUEST from Sandra Mundy (dated 3/6/08) in the amount of \$15,066.15 for expenses.**

**VOTED: To PAY invoice as written. MOTION BY: Michael Magnan**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**

**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**

**VOTING AGAINST: none**

**LBC-351 Discuss and take action on INVOICE # SOL535-001 from W.B. Mason (dated 2/28/08) in the amount of \$659.28 for carts and smoking receptacle.**

**VOTED: To PAY invoice as written. MOTION BY: Robert Martel**

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:**

**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**

**VOTING AGAINST: none**

**LBC-352 Discuss and take action on INVOICE # 839877 from Specialty Door Services (dated 2/15/08) in the amount of \$277.65 for door alarms.**

**VOTED: To PAY invoice as written. MOTION BY: Robert Martel**

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:**

**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**

**VOTING AGAINST: none**

**LBC-353 Discuss and take action on INVOICE # 145511 from Lakeshore Learning Materials (dated 2/15/08) in the amount of \$374.55 for children's room items.**

**VOTED: To PAY invoice as written. MOTION BY: Robert Martel**  
**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-354 Discuss and take action on INVOICE # 187616 from Patriot Disposal Company (dated 2/29/08) in the amount of \$435 for temporary dumpster.**

**VOTED: To PAY invoice as written. MOTION BY: Michael Magnan**  
**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-355 Discuss and take action on INVOICE #40 from Lisa Rabideau (dated 2/17/2008) in the amount of \$830.62 for clerk services.**

**VOTED: To PAY invoice as written. MOTION BY: Michael Magnan**  
**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-356 Discuss and take action on INVOICE #41 from Lisa Rabideau (dated 3/2/2008) in the amount of \$213.11 for clerk services.**

**VOTED: To PAY invoice as written. MOTION BY: Wayne Miller**  
**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-357 Discuss and take action on INVOICE #1108 from Daniel Joubert (dated 3/12/2008) in the amount of \$156.76 for Clerk of the Works monthly expenses.**

**VOTED: To PAY invoice as written. MOTION BY: Michael Magnan**  
**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

**LBC-358 Discuss and take action on INVOICE #1489766 from ATC Lincoln (dated 2/28/2008) in the amount of \$3383.10 for professional services.**

**VOTED: To PAY invoice as written. MOTION BY: Michael Magnan**  
**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:**  
**David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**  
**VOTING AGAINST: none**

## **5. CHANGE ORDERS**

**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**

**Sandra Mundy noted that the silent auction/dinner dance brought in approximately \$9,000 profit.**

## **H. BUDGET UPDATE**

**David Ketcham notes that there is currently a surplus of**

approximately \$466,000.

## **7. CORRESPONDENCE/COMMUNICATIONS**

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

**B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS**

**1. Final drafts for both bronze plaques.**

**2. Letter (dated 3-5-08) to Vic Antonello, from Pam Redfern, regarding the general contractor's punch list.**

**3. Memo (dated 2-27-08) to the Town Council, from Peggy Dudley, regarding recommendations of the ordinance subcommittee for the new library.**

**VOTED: To RECEIVE & FILE all. MOTION BY: Wayne Miller**

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: David Ketcham, Wayne Miller, Michael Magnan, Robert Martel**

**VOTING AGAINST: none**

## **8. GENERAL DISCUSSION OF PROJECT**

**There was discussion of bronze plaques and suggestion to consider adding a third plaque giving thanks to the town council for their continued support.**

## **9. THIS MEETING WAS ADJOURNED AT 8:02 PM**

**VOTED: To ADJOURN. MOTION BY: Michael Magnan SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham,**

**Wayne Miller, Michael Magnan, Robert Martel VOTING AGAINST: none**

**MINUTES**

**CERTIFIED**

**BY:**

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**Lisa Rabideau, Clerk to LBC Date**

**MINUTES**

**APPROVED:**

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**Victor Antonello, LBC Chairman Date**