

# **PUBLIC SITE & BUILDING COMMISSION**

Clifford J. Hurgin Municipal Center

1 School Street

Bethel, CT 06801

## **Special Meeting Minutes**

**Wednesday December 1, 2010**

**7:30 pm**

**C.J.Hurgin Municipal Center – Meeting Room “B”**

**PRESENT:** Chair Scott Perry, Co-Chair Nancy Ryan, Anthony Giordano, Jim Lacey, Tim Draper

**ALSO IN ATTENDANCE:** Lynn Rosato, Robert Tripi , Matt Knickerbocker, Jane Bickford

**ABSENT:** Richard Straiton

### **CALL TO ORDER:**

Chair Scott Perry called the meeting to order at 7:35 pm.

### **CORRESPONDENCE:**

Chair Scott Perry introduced exhibit prepared by Lynn Rosato titled “Bethel Public Library, Board of Directors, Capital Campaign 2006-2010 Progress Report dated December 1, 2010” (attached)..

### **PUBLIC INPUT:**

First Selectman Matt Knickerbocker provided project overview and discussed his urgency in involving the Public Site and Building Commission in this project. Matt indicated his intent to seek Board of Selectmen approval for the appointment of Bob Tripi to serve as an ad hoc member of the Public Site and Building Commission. Matt further described the broad parameters that he would like the PS&BC to address which included evaluation of two potential cost scenarios.

Lynn Rosato described the scope of the envisioned renovations that will be accomplished under this project

### **APPROVAL OF MINUTES:**

Motion to approve minutes of the regular meeting of April 15, 2010 by Nancy Ryan / seconded Anthony Giordano. Motion approved unanimously.

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TOWN OF BETHEL  
TOWN CLERK

**OLD BUSINESS:**

**PARK AND RECREATION DEPARTMENT MAINTENANCE BUILDING AND ASSESSIBILITY IMPROVEMENT TO SOUTH STREET FIREHOUSE**

Chair Scott Perry reported that the Park and Recreation Department Maintenance Building has basically been completed except for the tree work. Chairman Perry was not certain if the CO has been issued.

Chair Scott Perry reported that the accessibility improvement work to the South Street Firehouse has basically been completed with the exception of a few punch list items. Scott believes that the CO has been issued.

Scott Perry indicated that prior to the next meeting he will request a formal update on the both of these projects from Andrew Morosky.

**NEW BUSINESS:**

**Library Project**

In response to questions from the group Lynn Rosato indicated that the most immediate next step is the creation of a written RFP in order to hire an architect. Bob Tripi indicated that he has prepared an RFP covering this and he agreed to share his draft RFP with the group.

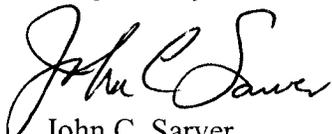
Lynn Rosato provided the group with a January 25, 2010 "Description of Work" from The Morganti Group, inc.(attached). Group discussion followed.

Co-Chair Nancy Ryan made a motion, seconded by Jim Lacey, to ask the Board of Selectman to appoint Bob Tripi as an ad hoc member of the Public Site and Building Commission. Motion was approved unanimously.

**ADJOURNED:**

Nancy Ryan made a motion, seconded by Tony Giordano to adjourn the meeting. Vote, all in favor, motion unanimously approved. Meeting adjourned at 8:35 PM.

Respectfully submitted,



John C. Sarver  
Recording Secretary

BETHEL PUBLIC LIBRARY  
 BOARD OF DIRECTORS  
 CAPITAL CAMPAIGN 2006-2010  
 PROGRESS REPORT  
 DECEMBER 1, 2010

**TABLE 1 STATE LIBRARY GRANT REDUCTION**

	Current State Library Grant Budget	Current Morganti Estimate Budget
Total Project Budget	\$3,045,298	\$2,462,165
Less Seelye House	350,000	330,000
Eligible total for grant	2,695,298	2,132,165
State Grant amount (one third of eligible total)	898,432	710,722
Grant reduction amount	0	187,710

**TABLE 2 FUNDING BALANCE NEEDED**

	Current State Library Grant Budget	Current Morganti Estimate Budget
Total Project Budget	\$3,045,298	\$2,462,165
Funds raised to date (grants, pledges, cash) (Includes STEAP grant)	2,505,183	2,505,183
Less grant reduction	0	187,710
Revised funds raised to date	2,505,183	2,317,473
Funding balance needed	540,115	144,692

BETHEL PUBLIC LIBRARY  
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**TABLE 3 PROJECT SUMMARY BASED ON REVISED ESTIMATE**

Total project cost	\$2,462,165
Funds raised to date (cash, grants, pledges)	\$2,317,473
<b>Balance needed</b>	<b>\$144,692</b>

**TABLE 4 FUNDS RAISED TO DATE**

SOURCE	TYPE	AMOUNT	PAYMENT SCHEDULE	DEADLINE
Cash in bank	Cash	\$321,001	Available	NA
CT State Library	Grant	\$710,722	Reimbursement Grant: 50% at 50; 40% at 90; 10% after completion	August 27, 2010 Second one-year extension requested
Dept. of Economic Development	Grant	\$150,000	Reimbursement Grant; Seelye House: 100% after completion	June 30, 2010 One year extension granted to June 30, 2011
CT Commission on Culture & Tourism	Grant	\$90,000	Reimbursement Grant; Seelye House: 100% after completion	April 1, 2011, extended to April 1, 2012
STEAP	Grant	\$200,000	Reimbursement Grant	???
Private Foundation	Pledge	\$800,000	Reimbursement as needed	Deadline has passed. Donor anxiously awaits start date.
Praxair	Pledge	\$35,000	Received when fully funded	NA
Newtown Savings Bank	Pledge	\$10,000	Total pledge \$30,000. Paid in full October 2011	NA
Households (2)	Pledge	\$750	Total pledges \$1,000. Paid in full December 2010	NA
<b>Total raised to date</b>		<b>\$2,317,473</b>		

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**TABLE 5 FUNDRAISING BREAKDOWN**

SOURCE	NUMBER	TOTAL AMOUNT (Cash & in-kind)
Individuals & Households (includes pledges not yet paid)	350	\$141,186
Businesses & Organizations (includes pledges not yet paid)	51	\$177,457
Donors \$5,000 or more (includes pledges not yet paid)	14	\$1,003,529
Bethel Library Fundraisers	50	\$51,044
Donations from current & former Board members (includes pledges not yet paid)	24	\$17,220

**BETHEL PUBLIC LIBRARY FUNDRAISERS CAMPAIGN 2006-2010**

**AUTHOR TALKS & SALE OF BOOKS**

1. Tony Abbott
2. Lauren Baratz-Logsted
3. Gary Barnes
4. Gerard Brooker
5. Thomas Craughwell
6. Ira Joe Fisher
7. Suzy Kline
8. Jean Marzollo
9. Jacques Pepin
10. Memoir Series sale of books

**OTHER FUND RAISERS**

11. Anonymous donations
12. Art Prints & Champagne
13. Jack Barrow's Bethel Prints
14. Bethel Blooms 2008
15. Bethel Blooms 2009
16. Bethel Blooms 2010
17. Bethel Library History Book sales
18. Bethel Library Ornament sales
19. Bethel Library Public Fax Machine
20. Bethel Reads Barnum sale of books
21. Centennial Birthday Dinner Gala
22. Centennial Community Read sale of books
23. Centennial Library Card
24. Centennial Olde Home Day

25. Centennial Read-a-thon
26. Centennial T-shirts & Sweatshirts
27. CT Film Festival 2010
28. Fall Festival Mums Sale 2008
29. Fall Festival Mums Sale 2009
30. Fall Festival Mums Sale 2010
31. Grassy Plain Pizza Halloween 2008
32. Grassy Plain Pizza Halloween 2009
33. Keep the Change
34. Mini Oil Lamps sales
35. Mystery Dinner Theater 2010
36. One Book Too Many 1-day % of sales
37. Quassy Raffle season pass
38. Recycling Center for toner cartridges
39. Redding Roasters 3-day % of sales
40. Rock Concert 2008
41. Rock Concert 2009
42. Tail Waggers 1-day % of sales
43. Town-wide Mailing
44. Bottled Water sales in-house
45. Window Decals sales
46. Wine Tasting 2010
47. Wowbrary – Amazon % of sales
48. Wreath Sale 2008
49. Wreath Sale 2009
50. Wreath Sale 2010

<b>project:</b> Bethel Public Library (2nd floor, 1st floor, seelye, remote parking lot) <b>status:</b> 25% Schematic Document budget Proposed Scope of Work		<b>Construction Managers · Design Builders</b>   <b>MORGANTI</b> The Morganti Group, inc. 100 Mill Plain Road, 4th floor Danbury, CT 06811 January 25, 2010		
<b>scope:</b> new construction, abatement & demolltion <b>area gsf</b> 10800				
<b>division</b>	<b>Description of Work-Summary</b>	<b>Total Amount</b>		
<b>1st &amp; 2nd Floor Work</b>				
02000	Abatement		by others	
02000	Building Demolition		\$15,389	
02000	Sitework (Standard Foundations & Excavations)		no work anticipated	
03000	Slabs on Grade		\$3,080	
04000	Masonry		no work anticipated	
05000	Structural and Miscellaneous Metals		no work anticipated	
06000	Carpentry		\$69,749	
07000	Thermal and Moisture Protection		\$7,500	
08000	Windows and Doors		\$36,162	
09000	Interior Finsihes		\$195,720	
10000	Specialties		\$1,966	
11000	Equipment		\$5,077	
12000	Furnishings		no work anticipated	
13000	Special Construction		no work anticipated	
14000	Elevators / Conveying Systems		no work anticipated	
15000	Fire Protection Sprinklers		\$45,266	
15000	Plumbing		\$30,800	
15000	Mechanical		\$353,170	
16000	Electrical (No alarm/security/tech)		\$304,100	
16000	Budget Tech/Alarm		\$25,000	
01000	GC's / OHP		\$80,175	
<b>Seelye House Work</b>				
02000	Abatement (Lead/Asbestos)		\$30,000	
02000	Building Demolition		\$21,640	
02000	Sitework (Standard Foundations & Excavations)		\$1,300	
03000	Slabs on Grade		\$167	
04000	Masonry		no work anticipated	
05000	Structural and Miscellaneous Metals		\$2,550	
06000	Carpentry		\$66,763	
07000	Thermal and Moisture Protection		\$1,100	
08000	Windows and Doors		\$7,475	
09000	Interior Finsihes		\$21,109	
10000	Specialties		no work anticipated	
11000	Equipment		no work anticipated	
12000	Furnishings		no work anticipated	
13000	Special Construction		no work anticipated	
14000	Elevators / Conveying Systems		no work anticipated	
15000	Mechanical		\$86,500	
16000	Electrical		\$9,500	
<b>Remote Parking Lot-By Town Hall</b>				
02000	Abatement		no work anticipated	
02000	Building Demolition		no work anticipated	
02000	Sitework (Remote Parking Lot)		\$205,186	
03000	Slabs on Grade		no work anticipated	
04000	Masonry		no work anticipated	
05000	Structural and Miscellaneous Metals		no work anticipated	
06000	Carpentry		no work anticipated	
07000	Thermal and Moisture Protection		no work anticipated	
08000	Windows and Doors		no work anticipated	
09000	Interior Finsihes		no work anticipated	
10000	Specialties		no work anticipated	
11000	Equipment		no work anticipated	
12000	Furnishings		no work anticipated	
13000	Special Construction		no work anticipated	
14000	Elevators / Conveying Systems		no work anticipated	
15000	Mechanical		no work anticipated	
16000	Electrical		w/site	
01000	GC's / OHP		\$23,094	
<b>Total Division 2-16</b>			<b>\$1,649,537.17</b>	
on construction	CONTINGENCY (SCHEMATIC STAGE 5%) reduced to 5% w/sub pricing	5.00%	\$1,649,537.17	\$82,477
on construction	ESCALATION (n/a assume const. start in 60 days)	0.00%	\$1,732,014.03	\$0

1						
2						
3	project:	Bethel Public Library (2nd floor, 1st floor, seelye, remote parking lot)			Construction Managers - Design Builders	
4	status:	25% Schematic Document budget Proposed Scope of Work			 <b>MORGANTI</b>	
5	scope:	new construction, abatement & demolition			The Morganti Group, Inc.	
6	area gsf	10800			100 Mill Plain Road, 4th floor Danbury, CT 06811 January 25, 2010	
7						
8	division	Description of Work-Summary			Total Amount	
9						
10	Sub-Total			\$1,732,014.03		
11	CM GENERAL CONDITIONS					
12	cm general conditions-preconstruction	3 mo.	\$5,000.00	\$15,000		
13	cm general conditions-staff	8 mo.	\$25,000.00	\$200,000		
14	cm general conditions-field office (no site trailer library to provide space in bldg.)	8.00 mo.	\$5,000.00	\$40,000		
15	cm general conditions-general liability insurance	1.00%	\$1,732,014.03	\$17,320		
16	cm general conditions-performance and payment bond (n/a CA type cont.)	0.00%	\$1,732,014.03	\$0		
17	cm-fee	5.00%	\$2,004,334.17	\$100,217		
18	Sub-Total Construction			\$2,104,550.87		
19	OWNERS SOFT COSTS					
20	Architectural / Engineerings Fees (owner to confirm)	2.50%	\$2,104,550.87	\$52,614		
21	Moving and Storage Expenses	1 alw.	\$25,000.00	\$25,000		
22	owner to determine FF&E (furniture, fixtures and equipment)	1 alw.	\$200,000.00	\$200,000		
23	Bid Document Printing and Advertising	1 alw.	\$10,000.00	\$10,000		
24	open			\$0		
25	open			\$0		
26	open			\$0		
27	Total Project Costs 1st & 2nd floor, Seelye and Remote Parking Lot			\$2,392,164.65		

+ 70,000 Computers  
 \$2,462,164.65