

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
May 12, 2014

Present:

Officers:

Sandra Keltai - President
Barbara Zerner – Vice President
Kathy Demos - Recording Secretary
Denise Harris - Corresponding Secretary
Hormoz Nozari - Treasurer

Trustees:

Patricia Shanley
Charles Pakula
Terry Schommer
Al Leventhal –Associate

Also present:

Marilyn McIntosh (Executive Director)
Mary Duffy (Assistant Director)
Ian Murphy (Staff)
Melissa Quarles (Staff)
Maria Arias (Bookkeeper)

Public:

Lu Liu

Excused:

Erminio D’Onofrio - Trustee
Paulette Browne - Trustee

1. MEETING CALLED TO ORDER AT 8:07 P.M.

2. Public Comment: None

3. Disposition of Minutes: C. Pakula moved to approve April 7, 2014 Minutes. S. Keltai seconded. D. Harris abstained; all other Trustees (voting) approved.

4. Correspondence: None.

5. Director’s Report: M. McIntosh highlighted and supplemented her written report:

- a) D. and M. Soss have offered the use of the temple’s Social Hall, if available, for MFL to hold events, e.g., a murder mystery dinner.
- b) RFPs will be obtained for entrance signs/banners/arrows.

- c) J. Movrich will hold a flea market on June 8. Donations solicited.
- d) Five “thin clients” computers will be replaced with PCs at an RCLS-subsidized cost of \$200 each.
- e) The Friends ran a program at 1465 on May 10th.
- f) A. Leventhal and I. Murphy are working on getting a bid for the installation of “soft cable” when we return to 44.
- g) The new MFL website is almost ready to be launched and Trustees can have a sneak preview on June 9th at 7:30 p.m. – the regular Board meeting time for June 9th will be moved up to 7:30 from 8:00 p.m.
- h) All “in house” press releases are to be submitted to the Board’s PR Committee for pre-approval. If any proposed “in house” publicity involves financial or legal matters, pre-approval from the Audit, Finance and Library Operating Committees is additionally required. An “in house” press release entitled “Monroe Free Library Lands On Its Feet” was circulated to the Board with an anticipated publication date of May 16th, in The Photo News.
- i) MFL has received a \$1,951.24 insurance premium refund. K. Demos queried why the promised full refund of over \$4,000 had not been received. M. Duffy will investigate.
- j) Instead of personally presenting and reviewing with the Board the historically - formatted Budget and Net Worth Reports for January – April 30th, 2014, the Executive Director asked M. Arias to generate and distribute various and sundry, differently-formatted QuickBooks reports. The Board could not possibly discuss the newly-generated reports when they facially were different from previously distributed reports and when there was insufficient time for even the Treasurer to review these Reports - some of which were printed out and distributed in the middle of the Steering Committee’s Report. The Job Description of the Executive Director states that: “[She] provides monthly net worth and budget reports”. A Financial Chart with a print date of May 12, 2014 for the month ending April 20, 2014 was handed out.

6. Treasurer's Reports.

K. Demos moved to table the Net Worth and Budget Reports for January – April 2014 until the June Board meeting. C. Pakula seconded the motion which was passed unanimously.

7. COMMITTEE REPORTS:

- A) **EXECUTIVE COMMITTEE:** S. Keltai presented the major decisions/matters which had to be made/addressed from April 7th – May 12th:
 - a) new contracts with Ambient;
 - b) new contract with Crossriver;

- c) contracts with mover and electrician for supplemental work;
- d) instructions to MFL insurance broker, Marshall and Sterling;
- e) amending contract with BRMA;
- f) contract with Advance Testing;
- g) supplemental contract with Atlantic;
- h) letter to town supervisor Doles and Photo News editor Quinn;
- i) research for 2014-2015 construction grant;
- j) clarifying invoices from temple's accountant;
- k) coordination of "correction" of excess water/drainage problems at 44 [in old staff parking lot and driveway];
- l) delivery of Verticon's first payment requisition to Hometown Bank.

B. Zerner moved to have all EC decisions made between the April and May's Board meetings ratified by the Board. H. Nozari seconded the motion which was passed unanimously.

B) AUDIT COMMITTEE: Covered, in part, under Finance. B. Zerner added that Committee will schedule a meeting with the auditor in June.

C) STEERING COMMITTEE: Nine page report distributed **and** summarized by K. Demos. **B. Zerner moved (with second by H. Nozari) to indefinitely defer above ground work on pergola and to only do underground footing and pier work. Motion passed unanimously.** A general discussion about early completion date incentives ensued. C. Pakula questioned if the temporary above ground oil tank at 44 had been removed. K. Demos will investigate.

D) FINANCE COMMITTEE: M. McIntosh amplified and explained her proposed 2015 Budget sheets (Income, Expense, Salaries, Narrative) which had been disseminated at April's Board meeting. These sheets resulted in a proposed tax levy increase of \$36, 702 or an approximate 3.04% increase from 2014. Specifically, taxpayer support was proposed to be increased to \$1,247,027 from \$1,210,325. A. Leventhal and H. Nozari then spoke of the Board's counter-proposed 2015 Budget (the result of four meetings of the combined Audit, Finance and Library Operating Committees), namely, a tax levy increase of \$24,000 with an increase in total taxpayer support to \$1,234,325 [and a total budget of \$1,346,242 that included projected grants and other revenue sources]. Copies of the Consolidated Budget Report of the Audit, Finance and Library Operating Committees were distributed. The revised Budget keeps the increase below the 2% Cap. **B. Zerner moved to approve the Board's proposed counter-2015 Budget. The motion was seconded by H. Nozari. T. Schommer and P. Shanley abstained, while all other Trustees approved.**

E) **BUILDINGS AND GROUNDS:** Immediately prior to the meeting being called to order, Chair P. Browne had dropped off the “Phase I Environmental Site Assessment” prepared for Hometown Bank in November, 2013. Before departing, P. Browne announced that she was resigning from the Building and Grounds Committee.

F) **BY-LAWS:** T. Schommer and P. Shanley commented on formatting issues encountered with the most recently updated version of the By-Laws being posted to the Bulletin Board.

G) **FUNDRAISING:** Chair C. Pakula presented. Three Ultimate Discount Cards were handed out to all Trustees. All Trustees are responsible for raising at least \$36 for their cards. The Annual Fund Drive (AFD) was discussed with the added possibility of a second Fund Drive appeal to corporate, business and political donors in contrast to the AFD’s general targeted appeal to individual patrons. There was also mention of a possible concert fundraiser at the temple.

H) **GRANTS:** RCLS is providing seminars concerning construction grants this month and next month. It is mandatory that the June seminar be attended if the Board seeks RCLS’s approval for a construction grant. Information on construction grants received from the architects was distributed. It was reported that S. Hoefler of RCLS could not approve any grant application for furniture in the renovated library building, even if coupled with a limited construction project such as the Mansard roof replacement or the pergola. M. McIntosh is to investigate when MFL will receive the 2013-2014 HVAC grant check.

I) **LIBRARY OPERATING:** Partially covered by Steering. Chair D. Harris reported that she had recently sent emails to those Trustees who had verbally expressed their interest in serving on Library Operating in January, 2014, when conference calls were first proposed as a convenience to Trustees who couldn’t all physically meet at the same time to handle the time-sensitive issues involved with the temporary relocation of MFL from 44 to 1465. P. Browne, who had initially participated in these conference calls, received the recent email, which contained two attachments – one of those attachments being an Executive Director Performance Evaluation. P. Browne chose to forward this Performance Evaluation to the entire Board. As all Trustees have now received the Evaluation, it is requested that they be filled out and returned.

K) **LONG RANGE PLANNING:** M. McIntosh advises that the library’s present Long Range Plan expires in 2016. A. Leventhal notes that there should be an ever-revolving and updated five year Long Range Plan, which, inter alia, should

contain budget projections and narratives. An Ad Hoc Committee was formed to devise an updated five year Long Range Plan. P. Shanley will chair this Ad Hoc Policy Committee and A. Leventhal will co-chair.

L) PUBLIC RELATIONS: Cf. Section 5 (h) above. The Board's consensus was to go forward with the "Lands On Its Feet" press release.

M) NOMINATING: As Chair P. Browne was not present to introduce an Associate Trustee Candidate who had been invited to sit in on the meeting, Co-Chair B. Zerner accepted the resume and letter from interest from Lu Liu - who then spoke briefly to the Board about her interest and qualifications. B. Zerner will email Ms. Liu's resume and letter to all Trustees.

8. OLD BUSINESS: The current Committee Assignment Chart was once again discussed by S. Keltai, who, as President, has discretion to determine the composition of all Committees (except the Executive and Steering Committees). A final revised Chart will be furnished at the June meeting.

9. NEW BUSINESS: None

10. GOOD AND WELFARE: C. Pakula reports that there will be a Chamber mixer at 7:30 a.m. on May 14, and, on Wednesday evening at 7:00 p.m., there will be a School Board Candidates Forum.

11. OPEN FLOOR DISCUSSION: Cf. Section 10 above.

12. ADJOURNMENT: C. Pakula moved to adjourn at 11:05 p.m. P. Shanley seconded the motion which passed unanimously

Respectfully submitted,
K. Demos



REMINDER! NEXT MONTH'S BOARD MEETING WILL BE ON JUNE 9th, 2014 AT 7:30 P.M. AT EITZ CHAIM.

Subject: Fw: STEERING COMMITTEE REPORT
From: mcdemos@frontiernet.net (mcdemos@frontiernet.net)
To: mcdemos@frontiernet.net; zernbd@optonline.net;
Date: Monday, May 12, 2014 11:58 AM

Butler Rowland Mays ("BRM") has issued Minutes for the "Team Meeting" held at Verticon's office on April 7, 2014 (which meeting generated the email from Irv Zuckerman dated April 8th) and for the "Progress Meeting" held at 44 Millpond Parkway ("44") on April 25th. Copies of these Minutes sans attachments are annexed hereto. A "Team Meeting" on May 9, 2014 preceded a second "Progress Meeting" at 44. (On May 1, Irv Zuckerman asked to meet with 3 Board Officers to review his April 8th email and the Board's reaction.)

Discussed with BRM at the May 9th "Team Meeting" was:

- A Site Observation Report from MJS Engineering dated May 6th (copy attached).
- Dry cleaner owner, Mike Litter's, request that MFL install guard rails on his property to prevent cars/trucks in his parking lot from being propelled through the chain link fence which will be built upon a retaining wall at 44 where the 2 properties meet.
- Issues with the concrete design mix submitted by Verticon.
- Possible deletion of the pergola (above ground) from the current Plans/Specs.
- Obtaining the most current Drawings for use at 44.
- The planned IT "closet" at 44 and pre-opening installation of data, phone, cable, video "wiring" in the walls/ceilings.
- Viability of using "whole project" for 2014-2015 construction grant available through RCLS.
- A revised "Look Ahead" schedule from Project Superintendent, Dan Devens, dated May 1st was shown to BRM's Paul Mays and Lisa Hayes (who'd not gotten a copy of it electronically from Verticon). [Copy available for inspection upon request.]

The following items were addressed at the "Progress Meeting" of May 9th:

- Ed Jados, a field representative of the insurance company issuing our OCP (construction liability policy) through Marshall & Sterling, was on site at 44, to make a report of current conditions. His corporate ID badge said he was in the group's "Loss Control Solutions".

- Biggest topic of discussion was the drainage/water issue which arose last week when excavation started and when Verticon had planned on pouring the footings. A "Change Order" will be issued by BRM to tie in a pipe on the (old staff parking lot) back retaining wall (Stage Road facing retaining wall) to one of 4 "new" catch basins.

- Engineer Mike Sandor just that day got signed Amended Site Plan Drawings (but was told by the Village that MFL had already secured the original "mylar" drawings). Mike is confident that all drainage concerns have been satisfactorily

addressed.

- Per the Amended Site Plan Drawings, the 3 trees which the Village Planning Board asked for cannot be planted in the grass "apron" between the sidewalk and the street. Rather, they must be planted on 40 Millpond Parkway.

- Verticon's estimator, Joe D'Angelico, will solicit bids for guard rails and for concrete bumpers.

- The windows were removed by Atlantic and boarded up by M&P Builders, but, as there was no Site Visitors Log, it was not known whether Ambient had done the visual inspection we contracted to have made.

- Ryan Briggs had just approved the new concrete design mix so concrete work can proceed the week of May 11th.

- No new submittal had been given for the roof top HVAC units.

- D. Devens did not attend the meeting and did not have a revised "Look Ahead" for the Board. Joe will ask Dan to issue an undated Schedule on Monday.

- L. Hayes had color samples for the (3) bathrooms (floor and wall tiles/paint).

- BRM and Verticon each reviewed their expectations of the other for handling field problems.

- Estimated increased cost for solution to drainage/water problem is \$4,800.

- Estimated savings if above-ground pergola work is not done is about \$5,000 -- a sum insufficient to cover the \$18,000 cost for Mansard Roof replacement. However, Joe will try to crunch some more numbers to make the Mansard Roof replacement affordable.

- Advanced Testing is coming on May 12 to do a "special inspection" of the concrete. Multiple levels of testing/approval are required to insure the structural integrity of the new footings/foundation.

- Next "Progress Meeting" is May 23rd at 11 a.m. at 44. There may come a time shortly when "Progress Meetings" cannot occur at 44.

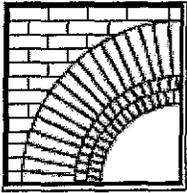
- The "wiring" referenced above should go in before the sheetrocking is complete.

- BRM does not have a fully signed Change Order from Verticon for the deletion of the Performance Bond.

- P. Mays is available to work on our Soft Cost Budget as various "contingencies" no longer need to be included.

- L. Hayes also has color samples for the wood bathroom doors and the marble "saddles".

- A scheduled "Progress Meeting" for June 6th will be at noon. A copy of the Agenda for the "Progress Meetings" is attached (see Section 1.4.C.)



**BUTLER
ROWLAND
MAYS**

**ARCHITECTS,
LLP**

Team Meeting Minutes

PROJECT: **Addition and Renovations for the MONROE FREE LIBRARY**
Monroe, New York

BRMA N°: 12•35•10

DATE: 7 April 2014

LOCATION: Verticon Conference Room (24 Gilbert St. Ext), Monroe

ATTENDING: Kathy Demos, Monroe Free Library (MFL) Board Trustee
Sandra Keltai, MFL Board Trustee
Barbara Zerner, MFL Board Trustee
Charles Pakula, MFL Board Trustee
Hormoz Nozari, MFL Board Trustee
Erminio D'Onofrio, MFL Board Trustee
Joe D'Angelico, Verticon Ltd. (part of the meeting)
Dan Devens, Verticon Ltd. (part of the meeting)
~~Susan Barry~~, Verticon Ltd. (part of the meeting)
Paul K. Mays, Butler Rowland Mays Architects (BRMA), Principal in Charge
Lisa Hayes, Butler Rowland Mays Architects (BRMA), Project Architect

Shari Palermo

Item	Topic	Description / Comment
1.	Contract Items	MFL & BRMA discussed amending the Substantial Completion date in the Owner-Architect Agreement from April 30, 2014 to April 30, 2015, at no additional charge.
2.	Street Trees	MFL noted that there were three street trees shown on the approved / amended site plan, but they are not shown on the set of drawings that Verticon is using. BRMA to contact Mike Sandor for verification of location. <i>Post Meeting Note: Mike Sandor confirmed to PKM that trees are to be placed in front of Book Garden, and are on approved drawings. (See attached)</i>
3.	Environmental Risk Assessment Questionnaire	MFL asked BRMA to review highlighted questions and provide appropriate responses relative to "friable asbestos" and whether the building has received an environmental assessment. BRMA to contact Ambient Environmental. <i>Post Meeting Note: BRMA provided the following response via email to MFL (Kathy Demos), on 5/6/14:</i> Environmental Risk Assessment Questionnaire Kathy: Finally got all the information for you. I believe that you have answered Items #4 and #6, which were highlighted (#4: other locations; #6 oil tank). I think attaching the oil tank certification to the questionnaire would be appropriate. For #20. We would have you write in the comments: "Areas of renovations have been tested as part of the project as per the attached Hazardous Materials Survey, dated April 26, 2013 by Ambient Environmental." Joella notes that they did not do an entire building survey, so she is not 100% certain there are no friable materials in concealed spaces, but she has addressed all areas affected by the project. For #22. We would have you check Yes (with an asterisk), and also write in the comments: "Areas of renovations have been tested as part of the project as per the attached Hazardous Materials Survey, dated April 26, 2013 by Ambient Environmental." A Phase 1 Environmental Assessment is typically performed as a precursor to a public institution purchasing a building. To our knowledge, there is no Phase 1 Environmental Report for this existing library building. Joella notes that your library may have had some site assessment done in the past by previous firms, but we are not aware of anything prior to her report. You may also write something to that effect in the comments as well. I don't know if you have already given a copy of the Hazardous Materials Survey to the bank, but I would include it with the Questionnaire. I hope this suffices. Please let me know if you need more information. Thank you. Lisa
4.	Soft Costs	BRMA will review and compare Verticon soft costs with UW Marx soft costs to find the difference in amounts. <i>Post Meeting Note: PKM forwarded to MFL (Kathy) on 4/24/14.</i>
5.	Billing	MFL discussed the billings for both the Grant work (windows) and the renovation project. MFL has not received recent invoices, which BRMA noted were mailed to 44 Millpond Parkway. BRMA will make sure the Grant work (windows) invoices are differentiated from the renovation project, as MFL needs to show them separately for the matching grant.
6.	Job Progress & Team Meetings	BRMA, Verticon and MFL agreed to establish Fridays at 2PM for Job Progress meetings, beginning on April 25, and proceeding every 2 weeks after that. BRMA and MFL to meet ahead of the 2PM meetings to discuss outstanding items. BRMA suggested 12:30, at a lunch location tbd.

Addition & Renovation for the MONROE FREE LIBRARY

Team Meeting Minutes

7 April 2014

Page 2 of 2

Verticon left the meeting so that the Committee could review color selections, and other items:		
7.	Performance and Payment Bond	<p>MFL asked that Verticon delete the Performance and Payment Bond line item from their Stipulated Sum. Verticon noted that the bond was \$19,327.00, as per their Schedule of Values (breakdown of their costs for the project). BRMA will prepare a Deduct Change Order for that amount, which officially removes that amount from the project.</p> <p>MFL discussed various insurance requirements with Verticon. MFL will discuss further with their insurance provider.</p>
8.	Linoleum tile in existing building	<p>Ambient confirmed that the linoleum tile in the middle portion of the existing building does contain asbestos, which will need to be remediated, or remain in place. BRMA confirmed that the tile could remain, and that the carpet tile can be placed over it, with proper preparation.</p>
9.	Oil Tank	<p>MFL noted that the 1000-gallon oil tank, that was leaking and contaminated the adjacent soil, has been remediated, and a 7-day monitor is in place. The abatement contractor will submit a final determination / certification once the 7-day waiting period is complete.</p>
10.	Hazardous Materials	<p>MFL is awaiting test results on the roofing hazardous materials testing. Once results are in, roofing demolition can occur. <i>Post Meeting Note: Ambient notes that the roofing caulk at flashing has asbestos containing materials, and will need to be remediated.</i></p> <p>Ambient deferred PCD testing until roof testing implementation, to avoid a requirement for submission of remediation plan if PCB's were discovered.</p>
11.	Interior Colors	<p>BRMA laid out the proposed color scheme for the interior of the building as follows: For the General Adult Collection & Staff Spaces, Teen Space & Children's Room, BRMA showed the carpet tile, linoleum tile, door stair and paint colors, since these items have been submitted by Verticon so far. MFL approved the direction of the color schemes to date, so that BRMA could return the submittals to Verticon. BRMA will be providing a detailed list for the various colors and styles once all other submittals relating to color have been submitted by Verticon. Outstanding items include paver tile, ceramic tile, grouts, ceilings, etc. BRMA will have a comprehensive color board at that time, for the MFL board approval.</p>

THESE MINUTES REFLECT OUR UNDERSTANDING OF THE BUSINESS TRANSACTED AND DECISIONS OR STATEMENTS MADE AT THIS MEETING. PLEASE PROVIDE CORRECTIONS OR ADDITIONS TO BRMA OFFICE WITHIN 10 DAYS OF DATE STATED BELOW. *Note: Items in italics happened after the meeting and are included for clarification purposes.*

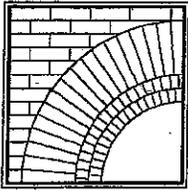
Respectfully Submitted by:



Lisa M. Hayes, BRMA

Date: May 8, 2014

cc: Attendees



**BUTLER
ROWLAND
MAYS**

**ARCHITECTS,
LLP**

Job Progress Meeting #1 Minutes

PROJECT: Addition and Renovations for the
MONROE FREE LIBRARY
Monroe, New York

BRMA N°: 12•35•10

DATE: 25 April 2014

LOCATION: Monroe Free Library (MFL)

ATTENDING: Kathy Demos, Monroe Free Library (MFL) Board Trustee

Sandra Keltai, MFL Board Trustee

Barbara Zerner, MFL Board Trustee

Joe D'Angelico, Verticon Ltd.

Dan Devens, Verticon Ltd.

Lisa Hayes, Butler Rowland Mays Architects (BRMA), Project Architect

Item	Topic	Description / Comment	Action Required	By
1.	Agenda	BRMA noted that the agenda for Job Progress Meetings is listed in the specifications as per 01300 Administrative Requirements, and is attached (Item #1). All attendees signed the attendance log, attached (Item #2).	Provide to MFL	BRMA
2.	Review Previous Minutes	BRMA noted that in the Pre-Construction Minutes, dated 11 February 2014, there was a change to Kathy Demos work phone number to (845) 782-5197. <i>Post Meeting Note: Add Paul Mays cell phone number to the list: (518) 265-5325. See updated Contact List attached (Item #3).</i>	Add Paul Mays to contact list	BRMA
3.	Review of Work Progress	Verticon noted that the interior demolition was nearly complete. a. Most of the flooring and all of the dropped ceiling & grid have been removed. The linoleum tile in the middle of the space will remain, as it was tested and confirmed to contain asbestos. The carpet tile can be installed over this floor. The front of the space needs to be scraped to remove adhesive from the previous carpet tile removal. b. Verticon is in the process of cleaning up the site, and noted that the oil tank removal has been completed. The contaminated soil was removed and a 7-day sample was taken. The library is awaiting authorization to proceed. <i>Post Meeting Note: Authorization came on 4/30/2014 via email notification from MFL/Sandra Keltai via Crossriver Environmental Inc. (see attached, Item #4).</i> c. Regarding the asbestos removal at the windows, there is a 3-day posting required prior to the removal. MFL is waiting for Atlantic to email the notification. Visual inspection of the work is required by Ambient Environmental (confirmed during the meeting). <i>Post Meeting Note: MFL/Sandra Keltai confirmed via email that the window work is scheduled to begin on May 6, 2014.</i>	a. Complete demolition b. None c. Contact Atlantic & Ambient	a. Verticon c. MFL & Verticon
4.	Identify Problems impeding progress	See asbestos removal, item c. at windows above. Verticon will coordinate the schedule with Ambient, Paul Moore of M&P Builders and Atlantic. Verticon noted that Atlantic estimated one day for removals, and M&P noted they would be on-site that day to board up the openings. M&P also noted they would begin their masonry opening work the day after the asbestos removals.	Contact Ambient, M&P, Atlantic	Verticon
5.	Review Submittal Schedule & Status	a. BRMA hand delivered submittals to Verticon, and noted that the HVAC rooftop units were rejected and need to be resubmitted. b. Verticon provided the electrical panelboard resubmittals to BRMA. c. BRMA noted that any submittals that involved their subconsultants should be mailed directly to them, to avoid additional days of delay by being sent to BRMA first. <i>Post Meeting Note: For structural items, send to Ryan-Biggs Associates, c/o Chris Leshner, 257 Ushers Road, Clifton Park, NY 12065 ph: (518) 406-5506; for Mechanical, Electrical or Plumbing items, send to</i>	a. Complete new submittals b. Resubmit HVAC submittals c. Mailing of submittals to BRMA subconsultants	a. BRMA b. Verticon c. Verticon

Addition & Renovation for the MONROE FREE LIBRARY

Job Progress Meeting #1 Minutes

24 April 2014

Page 2 of 3

		SAGE Engineering, c/o Rob Wiltsie, 1211 Western Avenue, Albany, NY 12203 ph: (518) 453-6091; for site items, send to MJS Engineering & Land Surveying, c/o Mike Sandor, 261 Greenwich Avenue, Goshen, NY 10924 ph: (845) 291-8657. All other submittals to be sent directly to BRMA c/o Lisa Hayes.		
6.	Review off-site fabrication & delivery schedule	The structural steel lintels (for interior enlarged masonry openings) have been delivered to the site. BRMA to review after the meeting. Post-Meeting Note: BRMA notes the steel lintels appear to be as specified.	None	
7.	Planned progress for work in the next 2 weeks (look ahead)	a. Verticon provided their 2-week look ahead schedule (attached Item #5). Work proposed includes the window removals & new window installation; interior masonry openings; rough grade site work; excavation for footings; form and pour footings; and install underground utilities. b. Verticon asked for a location of the electric meter, which is required by the local utility on the exterior of the building. BRMA suggested a location on the wall under the new entry pediment, near the corner of the addition. This was also reviewed and approved by MFL after the meeting.	a. Update schedule for next meeting b. None	a. Verticon
8.	Maintenance of Quality and Work Standard	Nothing to report.	None.	
9.	Effect of Proposed Changes on Progress Schedule & Coordination	After reviewing the exterior demolition of most of the mansard roof, BRMA asked MFL about the possible removal of the pergola, as a way to be able to provide Alternate #1 in the project. The pergola could be added to the project at any time, but the time to do the mansard roof work, and provide a complete renovation is now. In lieu of the standard Proposal Request, which BRMA noted was the typical procedure for proposed changes to the work, Verticon noted they would provide costs to MFL in a few days, since footings and foundations would begin in 2 weeks. <i>Post Meeting Note: BRMA asked in a follow-up email for Verticon to provide separate line items for footings, piers, wood & trim for the pergola, in order for MFL to decide whether footings & piers should remain.</i>	Request for Proposal Pricing to BRMA & MFL for review	Verticon
10.	Other Items	a. Per MFL request, BRMA provided Change Order #1 to deduct the cost of bonds from Verticon's contract. As per Verticon's Schedule of Values, the bonds were \$19,327.00. BRMA submitted three original CO's to Sandra Keltai, for signature. MFL then gave three signed CO's to Joe D'Angelico for Verticon's signature. b. The contract for Special Inspections was discussed. Verticon noted that they would be ready for inspections of the footings/foundations shortly. BRMA noted that the Special Inspections contract has to be through the Library, per NYS Code. BRMA noted that Ryan-Biggs was qualified to perform that work. The library asked to use a local firm. Verticon recommended Advance Testing, who is located in Campbell Hall. The Library would contact them for a proposal. <i>Post Meeting Note: Advance Testing provided a proposal, and BRMA gave them access to the Dropbox folder for drawings and specifications. BRMA also provided Advance Testing with a hardcopy of the drawings and specifications for their use.</i> c. MFL/Kathy asked for a Project Manual for the committee. BRMA would have a copy sent from the printing company. d. Verticon asked about the footing drain at the retaining wall. S100 notes that the drain continues to the S-dwgs. BRMA to review with MJS. <i>Post Meeting Note: footing drain to connect to catch basin in yard. MJS to provide information to meet invert.</i>	a. Verticon to review, sign and return one original to MFL, and one original to BRMA. b. Special Inspections Contract to be executed c. Additional sets copied d. BRMA to provide clarification	a. Verticon b. MFL c. BRMA d. BRMA, MJS

Addition & Renovation for the MONROE FREE LIBRARY

Job Progress Meeting #1 Minutes

24 April 2014

Page 3 of 3

		<p>e. BRMA noted that Verticon should provide copies of invoices for equipment and labor for all HVAC work, since part of the work is provided through a DLD Grant.</p> <p>f. MFL asked about the location of the three trees on the site in front of the book sale building. BRMA to confirm location as per Planning Board approval of MJS drawings, which do not appear to be the most current set.</p> <p>g. Verticon reviewed their pencil copy of Application for Payment #1 with BRMA after the meeting, with no objections.</p>	<p>e. Additional Paperwork per grant</p> <p>f. Current site drawing to be provided</p> <p>g. Verticon to submit AP #1</p>	<p>e. Verticon</p> <p>f. MJS</p> <p>g. Verticon</p>
11.	Job Progress Meetings	The next Job Progress Meeting is scheduled for Friday, May 9 at 2:00 PM at the job site.	None.	

THESE MINUTES REFLECT OUR UNDERSTANDING OF THE BUSINESS TRANSACTED AND DECISIONS OR STATEMENTS MADE AT THIS MEETING. PLEASE PROVIDE CORRECTIONS OR ADDITIONS TO BRMA OFFICE WITHIN 10 DAYS OF DATE STATED BELOW. *Note: Items in italics happened after the meeting and are included for clarification purposes.*

Respectfully Submitted by:



Lisa M. Hayes, BRMA
Date: May 6, 2014

cc: Attendees; MFL Library Board; Marilyn McIntosh; Paul Mays (BRMA); Chris Leshner (Ryan-Biggs); Rob Wiltsie (SAGE); Mike Sandor (MJS)

- Attached:
1. Job Progress Meeting Agenda (1 page)
 2. Project Meeting #1 Attendance Log (1 page)
 3. Contact List ~~2 PAGES~~
 4. Crossriver Environmental attachments (3 pages)
 5. Verticon 2-week Look Ahead Schedule (1 page)

SITE OBSERVATION REPORT

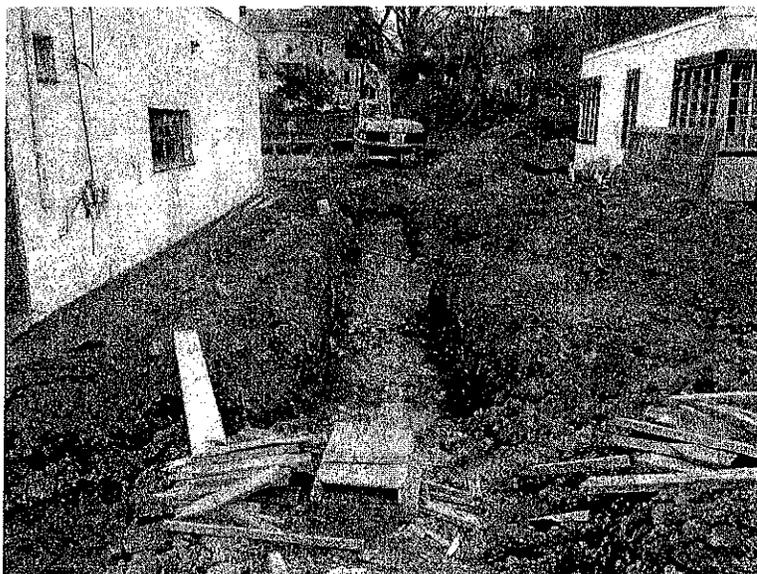
Project Name:	Monroe Library	Date:	6 May 2014
Project Number:	060142.04	Time:	1:00 P.M.
Location:	Village of Monroe	Weather:	Sunny 70 degrees
Contact:		Recorder:	Michael Sandor, PE
Company:			

Notes:

I was asked to review the site foundation work in which the foundation has been excavated down to the bottom of the footing. There was water in the trenches but not a lot. This made the subgrade wet and muddy. This is a very common situation when it comes to a footing installation especially at this time of the year.

It is my suggestion that the contractor excavate out the loose material and place a 4 to 6 inch layer of crushed $\frac{1}{2}$ inch to $\frac{3}{4}$ inch stone in the excavation and then form the footing to accept the concrete walls. It was also brought to my attention that the structural drawings shows a footing drain and it was my suggestion that the footing drain be directed towards Catch Basin #2 which is at the entrance of the facility.

In speaking with Lisa Hays, she indicated that she was going to speak with the geotechnical engineer as it relates to their suggestion. In any event, I provided a photo and this is my suggestion of how to handle this particular situation for this project.



1.4 PROGRESS MEETINGS

- A. The Architect will schedule and administer meetings throughout progress of the Work as necessitated by Progress of the Work.
- B. Attendance Required:
1. Suggested attendance:
 - a) Owner
 - b) Architect
 - c) Construction Manager
 - d) Contractors
- C. Agenda:
1. Review minutes of previous meetings
 2. Review of Work progress
 3. Field observations, problems, and decisions
 4. Identification of problems which impede planned progress
 5. Review of submittals schedule and status of submittals
 6. Review of off-site fabrication and delivery schedules
 7. Planned progress during succeeding work period
 8. Maintenance of quality and work standard
 9. Effect of proposed changes on progress schedule and coordination
 10. Other business relating to Work
- D. The Architect will record minutes and distribute copies after meeting to participants, with Owner and Architect, and those affected by decisions made.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affect:
1. Structural integrity of element
 2. Integrity of weather-exposed or moisture-resistant elements
 3. Efficiency, maintenance, or safety of element
 4. Visual qualities of sight exposed elements.
 5. Work of Owner or separate contractor.
- C. Execute cutting, fitting, and patching to complete Work, and to:
1. Fit the several parts together, to integrate with other Work.
 2. Uncover Work to install or correct ill-timed Work.
 3. Remove and replace defective and non-conforming Work.
 4. Remove samples of installed Work for testing.
 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Execute work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.