

5 July 2011 - AFL Board of Trustees Special Meeting Minutes

Board Members Present: Tony Kossman, Linda Cure, Sally Dague, Amy Martin, Christine Lennard, Pat Spohr, Craig Sargent, Mike Hill, Ellen Howie, Mary Dornbush, Rebecca Edwards, Ron Ginsburg, Betty Ketcham, Yvette Terplak.

Absent: Christine Capuano, Natalie Schipano.

Non voting members present: Vicki Vattimo (Development).

1. The Meeting was called to order at 7:05 pm. The stated special purpose was to evaluate the electrical proposals submitted for the train station renovation and decide which contractor to ask for a written contract.

2. Tony provided the three bids submitted (attached):  
\$61,000.00 – Rob O’Keefe (Verbal estimate only);  
\$50-60,000.00 – Rick Grant;  
\$23,940.00 – Chuck Effinger.

3. Discussion: Board discussed proposals and asked questions to the Building Committee. Questions about the bidding process were addressed: Formal, state-regulated bidding process did not need to be followed because the money being used for this phase of the project are not state grant funds but are funds raised directly by the library through our various fundraisers. The initial request for proposals went out last summer; all contractors were given a set of plans and asked to provide a comprehensive estimate for rough and finish electric. Proposals have slowly trickled in.

The estimate from Mr. Effinger only addresses rough electric work; no explanation why he didn’t provide a proposal for finish work. The estimate from Mr. O’Keefe was only verbal and despite repeated requests for a written proposal, none was received. The estimate from Mr. Grant included a fairly wide range, but Tony explained that Mr. Grant said the \$10,000.00 swing was due to the fact that the plans called for very high-end fixtures that could be replaced with less costly, but still appropriate, fixtures.

After discussion, board members agreed that the most comprehensive response came from Mr. Grant and that a contract should be requested from him.

Questions regarding contract review were addressed: Tony will ask Frank’s son or Dave Holmes to review any contract received against the architect’s plans to ensure we understand what we are getting and that we are getting everything we need to meet the approved plans. We will make sure the contract allows for payments to be made incrementally (phases).

4. Linda moved to adjourn, Ron seconded. Meeting was adjourned at 7:45 pm.  
Respectfully submitted,

Christine Lennard  
AFL Recording Secretary

Attachments:  
1. O’Keefe estimate  
2. Grant estimate  
3. Effinger estimate