

**SPECIAL NANUET PUBLIC LIBRARY BOARD OF TRUSTEES MTG HELD OCT. 27, 2017**

**Members Present:** Daniel Lombardo (5:44PM), Michelle Mattei, Sheila O'Brien, Paul Dublanyk

**Members Absent:** Jean Cappiello

**Others Present:** Gretchen Bell - Library Director  
Marta Russell – Board Clerk  
Joseph Modafferri – Board Accountant

**AGENDA**

- A. Roll Call - Call Meeting to Order
- B. Public Forum
- C. Savin Engineering Proposal
- D. Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 5:30 PM by the Board Vice-President Michelle Mattei.

**A. Roll Call**

Jean Cappiello was not present.

**B. Public Forum**

Disclaimer: Public Forum is an opportunity for the public to make statements to the Nanuet Library Board of Trustees. Statements are not made to other members of the public. The Board does not routinely comment on personnel issues in public. It is the Board's strong recommendation that any criticisms or compliments concerning personnel be made in writing and not presented at the open forum. Comments made in writing allow the Board to review the comments in detail and to ask the Director to review the comments and take action if necessary.

Members of the public wishing to speak during Public Forum will be limited to a statement of no more than two (2) minutes in length. The Board will review statements and take action if necessary.

There were no members of the public present.

**C. Savin Engineering Proposal**

This meeting was called to discuss the proposal submitted by Savin Engineers, P.C. for the Elevator Replacement in the Nanuet Public Library. The Board of Trustees is interested in hiring their firm as the Contract Engineers and as Construction Managers of the project. Savin quoted the following prices:

- Contract Engineers - \$57,600 (Fifty seven thousand six hundred dollars)
- Construction Manager - \$14,800 (fourteen thousand eight hundred dollars).

As Contract Engineers they will prepare the bid specifications and award the contract. After the contract is awarded to the lowest responsible bidder, they will supervise the construction project. Savin submitted an order of magnitude budget for the cost of the construction project in the amount of two hundred twenty thousand dollars, (\$220,000) inclusive of Savin's fee of \$57,600. The total estimated cost of the project including the cost of \$14,800 for the construction management will be an estimated two hundred thirty four thousand eight hundred dollars (\$234,800).

Sheila O'Brien reviewed the specifications of the proposal and expressed the following concerns:

1. Savin's Liability Insurance limits: They should be asked to increase its limits to five million dollars (\$5,000,000.) if possible, and the Carriers should be A+ or A rated.
2. Weekly Meetings: Will they hold at least weekly meetings to report on the status and progress of the work with the Director and/or the accountant?
3. Change Orders: Board approval required for change orders over one thousand dollars. Mrs. Bell will approve change orders under one thousand dollars.
4. Who has ownership of the final drawings?
5. The Indemnification clause should include the library, the library's trustees and the Nanuet Union Free School District.

The Board is requesting that Savin provide the Board with a new agreement with all the new changes requested.

The Board agreed to have the new agreement reviewed by our attorney.

After a lengthy discussion the Board approved the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

RESOLVED, That the Nanuet Public Library Board of Trustees approves hiring the services of Savin Engineers for the elevator replacement project as follows:

Engineering	\$57,600
Construction Management Services	14,800

This approval is contingent on final approval of their revised proposal by the Library's Legal Advisor.

Ayes: 4                      Noes: 0                      Motion carried

The Board will advise Steve Spangler of Savin Engineers of the revisions required by the Nanuet Public Board of Trustees for final approval.

**D. Public Forum**

There were no members of the public present:

The Board adjourned into Executive Session at 6:00 PM on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 6:40 PM, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

Respectfully submitted,

Marta Russell  
**Clerk to the Board of Trustees**  
**NANUET PUBLIC LIBRARY**

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