

OSSINING PUBLIC LIBRARY
PROJECT COMMITTEE MEETING #1
OCTOBER 28, 2003

Attending: Joyce Lannert, Walter Ludlum (Library Trustees)
Edward Falcone (Library Director)
Todd Harvey, Sal Coco (BHA)
Steven Spangler, Stuart Schiller, Bob Firneis (JMOA)
Linda Carpenter (School District)

The meeting began at 4:10 p.m. in the Community Room.

Project Committee. The above-mentioned attendees will constitute the Project Committee. Ms. Lannert, Mr. Ludlum and Mr. Falcone will represent the Library and will participate in all decisions. All correspondence should be copied to all three. Mr. Harvey will prepare a contact list for all committee members.

Project Numbers. Mr. Harvey has filed with SED for several project numbers, covering different phases of the project. One number was for the demolition of the Jackson building. The numbers are easy to modify if needed.

Early Demolition. The group agreed to move ahead with an early package for demolition of the Jackson building. JMOA will determine how much site work can be included in the package. Package can be put together in two months, once a civil engineer and geotechnical/soils engineer are on board. JMOA will get local references to Mr. Harvey and work with him on RFPs. Q: Will the site be safe after demolition? Regulation 155 specifies complete separation of project from public.

Cash Flow. Funding will be needed soon, BHA and JMOA are going full speed ahead on pre-construction work. JMOA will propose cash flow projections and a draw schedule. Bond Anticipation Notes (BANs) can fund design work and other soft costs until SED gives approval to the plans. The School District is passing an authorizing resolution on the borrowing on November 19th.

Paperwork. Mr. Harvey said that all applications to SED need to be signed by the School Board President and the Superintendent. No resolutions are needed, delays are unusual. Q: What are they attesting to when they sign? Just basic information on the project. Anything to do with plans and specifications is signed by the architect. School assumes no liability by signing.

Lead Abatement. Mr. Harvey will contact North Associates before moving ahead with lead paint removal. He may need a paint chip as part of the submission process. Ms. Lannert will provide names of local abatement firms.

Contracts. All contracts with prime contractors will be with the Library and reviewed by the Library's attorney. Careful attention will be paid to the language in the 'front end'. This includes wage rates, default language, dispute resolution. There was a discussion about to what extent, if any, the District's attorney would be involved in reviewing contracts also, but it was acknowledged that this would add to the legal fees of the project. Linda Carpenter will discuss this with her Board. The Library's insurance carrier also needs to review contracts. Contracts should address hours of construction to avoid noise as best as possible.

Furniture. The furniture package should be costed out by BOCES as early as possible just to get a ballpark figure. The actual furniture bidding is done later, after construction bids come in. The Committee will investigate ways to dispose of the current library furnishings.

Meetings. The Project Committee has agreed to meet monthly, although the library representatives will meet with the architect on a bi-weekly basis during the early stages of design. The next meeting is scheduled for November 18th, 4 p.m.

Green Building. We will make the new library environmentally friendly to the best extent practicable. NYSERDA will fund upgrades for up to \$250-350K, but the money comes after construction. 'Green buildings' don't only have energy saving (and money saving) features – they're also built with environment-friendly materials and using local vendors. Ms. Lannert will meet with Dr. Glassman to explore how students can get involved in projects involving technologies that will be incorporated into the design.

SED Review. SED is proposing a new, speedier process for approvals, but it may not be in place in time for us.

Traffic. More study needs to be done on entering/exiting the parking lot. Some alternatives were discussed, but Mr. Harvey recommended letting a traffic engineer assess the project first.

Discussion Of Plans. Mr. Harvey and Mr. Coco displayed the current rendering, site plan, and floor plans. They also reported that they were starting a model of the site and building in their office. Discussion:

- The committee needs to see samples of exterior materials. A metal roof is the preferred choice right now. Concern about stone panels – need to be attached properly. A civil engineer will recommend best place for retaining walls. Provision will be made for an eventual street entrance to the unfinished basement. The design of the rear needs to be refined.
- The design still calls for a mix of fixed and movable seating in the auditorium. Questioning the need for windows in that room. An acoustical engineer will be retained. The gallery design needs more work, concern for security of the artwork. Need for more restrooms on the lower level.
- The Junior Room will get larger when the elevator is moved forward. Need to ensure that there is adequate shelving and that the program room will be large enough.
- The Teen Room will also grow when the elevator is moved and some shelving on the other side is removed. There will be Internet terminals upstairs. There is no roof space that can be easily converted into an outdoor terrace.
- Sections and drawings will be available for posting so the public can see the progress of the design.

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Ed Falcone