

## PUBLIC LIBRARY LOCATION AND SITE CRITERIA

The essential requirement in selecting a public library site which is common to all the research on the subject is that a public library should be as accessible as possible to the greatest number of potential users.

Libraries, like most public buildings, generally must serve for half a century or more and must use any possible advantage to insure that the library's full public service potential is realized and maintained. The location of the library and its relationship to present and future social, transportation and business patterns will have a direct effect on the extent the general public will make use of its library resources. Convenience of access will build up the volume of use and this greater volume will decrease the per user cost of service. Public library sites should be evaluated in much the same way that a business person researches desirable retail locations.

1. An area which is frequently visited by all segments of the community during daily activities.
2. Busy primary streets with the library located at the intersection, if possible.
3. High visibility and identification within the area.
4. Convenient access to readily available public parking.
5. Access to public transportation.
6. In an area of high pedestrian traffic.

Library locations in parks, schools or residential areas or on secondary streets should be avoided, if they do not meet these criteria.

In evaluating a library sites, a number of specific factors should be reviewed, these two primary factors normally have some absolute limitations:

1. Size and Shape of Property: The site must be of adequate area and appropriate configuration and topography to allow construction of the programmed building, necessary parking, setbacks, landscaping and future expansion.
2. Cost and Availability: The site must be available to either negotiated purchase or through condemnation at a price the city, county or library district is willing and able to pay.

NOTE: The cost of good potential library sites has skyrocketed in recent years; however, an accessible, well-located site can make a substantial difference in the volume of use made of the new library for decades to come. This will constitute a greater return on investment to the community.

These two factors must be considered first since the size and the cost of the site are givens which must be met before the remaining criteria can even be considered.

In addition, there are a number of location criteria which should be applied to any prospective site under consideration. They are, in relative order of importance:

1. Relationship of the site to the entire library service area population;
2. Visibility and ease of identification of the building and its services;
3. Vehicular access within the area served, major arterial streets and highways;
4. Access to parking: on site, street or municipal;
5. The drawing influence of adjacent activities -- municipal and/or commercial;
6. Public transportation and ease of access from the entire library service area;
7. Pedestrian traffic in the immediate area;
8. Amenities: aesthetic factors and potential enhancement to an area and replacement of deteriorating urban structures; and
9. Deficiencies: inappropriate adjacent activities -- industrial area, environmental conditions, pollution, etc.

Size of library site required will depend on:

1. Floor area - "footprint" of the building;
2. Terrain and configuration of property;
3. Zoning and setback requirements;
4. Provision of on-site parking and delivery access;
5. Landscape desired, plaza, screening/berming required; and
6. Provision for future expansion.

Parking Requirements

For most public libraries, 90% or more of the users drive to the library. Common practice and many local codes provide three to five parking spaces per 1,000 square feet of library building area. Due to the high cost of land, a very careful study of parking needs is necessary. Every attempt should be made to develop shared parking with other compatible institutions.

See: Site Evaluation Form

## **PLANNING PUBLIC LIBRARY FACILITIES -- OBSERVATIONS, IDEAS, COMMON SENSE PRACTICES**

The following biased comments are based on some thirty years of experience as a librarian and participation in over one hundred and seventy library planning and building projects. The last two pages list common public library building planning mistakes.

1. A library building should not be considered an end. It is only a means, one necessary resource to provide high quality public library services.
2. Planning for a new or improved public library facility must follow, not precede, the development of a sound, realistic plan for public library service using a process such as the Public Library Association *Planning for Results: A Library Transformation Process*, 1998 and *Managing for Results, Effective Resource Allocations for Public Libraries*, 2000.
3. A technology plan should also be in place and regularly updated.
4. A library building is a container for library collection, users, services and staff. Its size and functional requirements will be directly based on the quantities of these contents projected for future users and services.
5. The expansion of an existing library or the conversion of another building to public library use must be evaluated against the basic functional design and space requirements for a modern, new building.
6. Too frequently, the size of a public library is determined by preconceived budgetary thresholds, site limitations or purely political considerations. Many libraries are too small on opening day.
7. Plan for realistic, projected building needs. Implement the funding and construction of the building needed in two phases, if necessary. Plan for the future -- at least ten years, twenty years is better. Always anticipate expansion of the library being planned.
8. Projection of library space needs based on outdated "guidelines" or "standards" or other similar formulas are invariably too low when specific calculations are made. Take the time to document library service needs and allocate realistically sized library spaces that respond to the needs of your community.
9. Surveys regarding library building needs can be useful in gaining public awareness and support. The public vision for the future generally focuses on books and existing basic services.
10. The provision of adequate space for the library staff and legitimate storage needs is one of the most frequently short-changed areas in library building planning. These areas are generally the ones sacrificed first to public needs.

11. Selecting the right architect is an important decision which will have a major impact on the successful outcome of the project. Look for the proper balance of:
  - Aesthetic/design skills
  - Technical expertise
  - Cost estimation and control experience
  - Communication skills – verbal and written
  - Common sense and problem solving abilityDon't just select a "firm that has done some libraries." Consider the work experience and interview those individuals who will actually be actively involved and responsible for your project.
12. The vast majority of architects know less about public libraries than you do. Their judgment may be further flawed by romantic recollections of the ivy covered library of their childhood. Communicate, listen and educate but be assertive and guide the library planning and design process to a satisfactory collaborative outcome.
13. A library building planning project which is dominated by the library board and/or library architect without major participation of the library staff and input of users will generally result in a poorly planned library.
14. New technology has increased library space requirements, not reduced them. More publishing is going on than ever before. Collection materials are available in multiple formats which frequently require hardware to access. Public libraries are more heavily used than they have ever been and this is constantly growing.
15. At a time when "mega bookstores" are trying to be more like libraries – story hours, comfortable seating, programs, etc., libraries are installing low marketing shelving and displays, wider aisles, coffee and bookstores.
16. A new public library without high user visibility, easy vehicular approach and access to adequate public parking and expansion potential is a poor investment of community funds.
17. Andrew Carnegie's millions for library construction have been well spent. Today, funds for an improved library will have to come from the immediate community. Successful referendums are frequently sparked by capital fund drives which raise 15% to 20% or more of the amount needed. Elected officials and voters react more favorably to an institution with some cash in hand.
18. Voters and elected officials have a lot of choices regarding the allocation of public funds. A library which is not generating much current use and operating support is unlikely to receive a very high priority for a capital project. The development of a well-received program of library service precedes the request for capital funding.
19. If the library board and staff are not active or visible in the community's political environment, this is the time to do so.
20. The best use of outside consultants comes early in the planning and design process when the information and expertise which they provide will have the greatest impact on the decisions made.

21. A capital referendum election victory means receiving one or more votes than the majority required. This is accomplished by focused political action, not by necessary broadcasting the potential benefits to the community at large. How many votes will it take to approve the proposition? What needs to be done to insure that these voters show up at the polls on election day?
22. Public libraries have a great potential for success securing an improved facility if there is:
  - Focus on community needs and involvement in planning
  - Well-used services returned for every dollar currently spent
  - Intelligent, ongoing planning by the library board and staff
  - Leadership and decisive action from the library board and administration
23. Under the best of conditions, it will be at least three or more years from the commencement of planning before a library building project is completed. What can you do right now to improve your library building and the services it renders?

**TOWN OF NORTH BRANFORD, CONNECTICUT**  
**Request for Qualification #\_\_\_ - 2005/2006**  
**Professional Architectural Design/Consulting Services**  
**Renovation and Expansion of North Branford Library System**

The Town of North Branford seeks an architectural services firm to provide consulting and design services to assist the Town in evaluating renovation and expansion opportunities to two existing library facilities, preparation of materials to support grant applications, design services and construction administration (if authorized).

**I. BACKGROUND**

The Town of North Branford delivers its library services through two library buildings. The Atwater Memorial Library (±6,400 sq. ft.) is located in the southern end of the community and is classified with the State of Connecticut as the main library for the Town. The northern end of the community is served by the Edward Smith Library (±4,400 sq. ft.), which is classified with the State as a branch library. The two facilities deliver a community-based service that has strong patron support from each end of North Branford.

Both of these facilities are in serious need of renovation and expansion as library services, technologies and needs have changed since the last major capital improvements were made in the 1960s. At present, the facilities are too small to meet the growing needs of residents, deliver the core services expected from and envisioned for the library system, and the role of the library as a center for the community. The available space in each facility has reached the point where the size of the collection is projected to decrease as available shelf space has dwindled; programming space is limited and insufficient to keep pace with public demand; the facilities are not conducive to supporting changes in technology; and quiet study space and meeting rooms are absent

Beyond a physical expansion for the collection and program growth, neither facility is fully handicapped accessible. As a result, ADA requirements and accessibility will be an important feature of the Town's renovation and expansion plans.

An early assessment of space needs, which will have to be refined with the assistance of the successful firm, suggests that the total space for the North Branford Library System should be approximately 24,000 sq. ft. or an addition of over 13,000 sq. ft.

The North Branford Library Board worked with the Town Council to develop and adopt a strategic plan for the future of the library system to set a course for the facility needs of the library system and a proposed plan to fund improvements.

The Town is now prepared to initiate physical improvements to the library system and architectural services are necessary for space evaluations, a feasibility study and facility design.

While some discussion has taken place in the community suggesting a singular, centralized library, the Town wishes to proceed, initially, along the line of making investments to the existing facilities, which allows the Town to leverage greater grant resources. However, site constraints at the Smith Library may limit the Town's ability to leverage State Library Construction Grant dollars. As a result, a site assessment and conceptual drawings will be required to determine the scope of the improvements to be made to the Smith Library.

The local decision-making process will have revisit some of its assumptions if the early conceptual work on the Smith Library suggests that an expansion program is not feasible.

## II. SCOPE OF SERVICES

The successful architectural team will be asked to complete its work over two phases, described as follows:

### **Phase 1 Conceptual Drawings and Grant Support:**

The first phase of the project will support final decisions regarding construction costs and space allocation between the two facilities as well as all work up to and including preparation of a grant application for state funding.

More specifically, during this phase the architect will be responsible for the following:

- Assist Town staff by refining assessments and calculations to size each facility.
- Conceptual drawings, both interior and exterior, will be required for the Edward Smith Library early in the process to determine if sufficient land is available to provide for an expansion that will comply with the sizing formula utilized in the State of Connecticut Library Construction Grant program. The architect will develop conceptual interior and exterior design documents consisting of drawings and other documents illustrating the scale and relationships of the building program.
- Conceptual drawings, both interior and exterior, will also be required for the Atwater Memorial Library. The architect will develop conceptual interior and exterior design documents consisting of drawings and other documents illustrating the scale and relationships of the building program.

- Aid Town staff in preparing grant applications to the State of Connecticut Library Construction Grant program and to determine the sequencing for the commencement of work at each library. The firm's team must be available to during grant preparation, to ensure that all relevant architectural information is gathered, and that it is presented in the appropriate format
- Submit an estimate of construction and facility operating costs.
- Work closely with the Library Board, library personnel and appropriate Town staff in Phase I.

## **Phase 2 Construction Drawings and Project Oversight**

The initiation of Phase 2 of the scope of work will follow the successful completion of Phase 1 and a clear indication that a construction project can proceed as currently envisioned. Should that result prove unworkable, consultation with the Town Council will be necessary to determine a new course of action, which would have an impact on the design of the facility.

Phase 2 will include all necessary activities to bring the project through final design, the preparation of construction drawings, completion of project bid documents, project oversight and successful conclusion including building commissioning and follow-up.

If authorized by the Town, construction administration services will require the successful firm to:

- Provide consultation and advice during construction, make periodic site visits to observe progress and quality of work, and maintain a written field report on progress.
- Determine if work is progressing to schedule and in accordance with contract documents.
- Attend occasional meetings between the contractor and Town Officials.
- Prepare supplementary sketches required to resolve actual field conditions encountered.
- Check detailed construction drawings and shop drawings submitted by the contractors for compliance with the agreed upon design concept.
- Attend meetings with the Town and other officials as required during construction to present a summary of work and financial status of the project.
- Review and approve contractor's invoices on standard AIA forms for submittal to the Town for payment in accordance with payment schedules.



The Town reserves the right to extend its contract, upon agreement with the firm for additional services in this area, if additional work is so authorized by the Town Council.

The selected firm will be expected to complete both phases of the project to insure that the Town of North Branford has a superior library facility to serve the community for 20 years and beyond.

### III. SELECTION CRITERIA

The Consultant will be evaluated and selected based on technical competence, the qualifications and experience of key project team members actively involved in the work, past record of performance, experience in library renovations and management approach to project cost control.

- Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.
- The selected firm must meet all Town, State and Federal affirmative action and equal opportunity practices.
- The selected firm must demonstrate an understanding of, and experience with, comparable public library projects, including public input, and adherence to budget and construction schedule.
- Responding firms should have experience designing buildings that relate well to historic settings.
- Responding firms must also possess successful working experience with the requirements and administrative needs of the State of Connecticut Library Construction Grant Program and the Small Cities Community Development Block Grant program.

A committee will review firm submittals and contact references. Interviews will be conducted with the individuals or firms with the highest ranked qualifications.

#### *Fees*

- The consulting/design fee(s) will be negotiated separately for each phase of the project on a Lump Sum basis. The fee(s) shall be inclusive of all expenses.

#### IV. SUBMITTAL REQUIREMENTS

A letter of interest, together with Standard Forms 254 and 255, general information on the firm and proposed subconsultants (including any library building consultant), the firm's brochure, experience of the firm, a resume of key personnel assigned to this scope of work, anticipated time frames for each project phase and five (5) municipal references from similar library projects should be addressed to: Town Manager, Town of North Branford, 909 Foxon Road, P.O. Box 287, North Branford, CT 06471-0287.

All interested firms must submit a detailed statement describing the organizational structure under which the firm purposes to conduct business. Proposed subconsultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.

Submittals should also include the following specific information:

- Discuss the firm's library building design philosophy and project management philosophy.
- Describe three past design problems. Include in the response examples that show the team's understanding of the unique design needs for libraries and how you have innovatively solved these issues.
- Statement of experience designing/acquiring/installing technology, both specific library technology and other.
- Current workload of firm and specific personnel assigned to this project.

Karl Kilduff, Town Manager, will serve as proposal coordinator. This individual may be contacted at the Town of North Branford, P.O. Box 287, 909 Foxon Road, North Branford, CT 06471. Phone number: (203) 484-6000. Technical questions on the procurement process shall be directed to J. Michael Betz, Purchasing Assistant at the same address above or (203) 484-6005.

Nine (9) copies of all letters of interest and requested materials must be received no later than 11:00 a.m. on \_\_\_\_\_, 2005. Responses received after this date and time will not be considered.

# North Branford Library Department

## Expansion and Renovation Project

### Three Years of Council Actions

Town Council Minutes  
October 5, 2004 through May 1, 2007

The following pages contain every reference to the Library Department expansion and renovation project in the North Branford Town Council Minutes from October 5, 2004 through May 1, 2007. We are working to compile a similar record of meetings since May 1, 2007.

It should be noted that, in addition to these references in the minutes, there are many additional references to the library project in Town Manager Memoranda that were included in agenda packages sent to Town Council members. The Town Manager distributed other documents about the project over this three-year span, including an architect's feasibility study.

*The following is a brief summary of the meetings covered herein:*

**10/5/04:** At the request of the Library Board, the Town Council takes up the subject of library expansion.

**10/26/04:** The Council holds a workshop meeting with the Library Board, with extensive discussion of improving the two current libraries versus centralizing, possible grants, and other topics.

**7/5/05:** The Council unanimously (8-0) authorizes the Town Manager to select an architect to produce plans for possible expansion of the Atwater and Smith Libraries, and to provide design services for any actual construction.

**8/9/05:** A letter from the Library Board Chair is read, thanking the Council for support.

**9/6/05:** Town Manager reports on progress in selecting a library architect.

**9/20/05:** Another report on the architect selection process.

**10/4/05:** Another report on the architect selection process.

**3/7/06:** Citizen comments lead to discussion of centralizing vs. two libraries.

**4/4/06:** Extensive discussion of “one library or two?” with consensus of Council to continue planning for two.

**9/19/06:** The Council unanimously (8-0) passes a resolution “Appropriating \$9,500,000 for additions and renovations to the Edward Smith Library and the Atwater Memorial Library in the Town of North Branford and authorizing the issuance of \$9,500,000 bonds...”

**10/3/06:** Town Manager explains possible grants to support the project.

**2/20/07:** Citizen comments on both sides of the issue bring up once again “one library or two”. Town Manager, Library Board, and others explain the issue has already been decided. There is also more general discussion of the project.

**3/20/07:** The Council unanimously (9-0) approves the 2006-2007 through 2011-2012 Capital Improvements Plan, including expansion and renovation of Atwater and Smith. Once again, however, there is discussion of “one library or two”, with the Town Manager reviewing the several past decisions to keep two libraries.

**4/3/07:** The Council holds a special meeting, attended by 200-300 citizens, to review the library and intermediate school building projects. A strong majority of those present support the projects and ask for them to continue.

**4/17/07:** The Council conducts a discussion of different methods of running a construction project: Construction Manager as Advisor vs. Construction Manager At Risk.

**5/1/07:** An extensive discussion concerns the management of construction projects, with emphasis on the role of the Permanent Project Building Committee. Manager and Council review the steps taken so far in the library and intermediate school projects.

## **Town Council October 5, 2004, Page 6**

### **b. Discussion and Action Re: Library Board Correspondence**

Councilor Bigelow stated that she concurred with the Library Board's correspondence indicating that the issue of expanding the libraries has been put aside for a long time. She felt that the Council should discuss this issue and that a decision should be made. She stated that she was a proponent of a centralized library.

Deputy Mayor Candelora agreed but questioned if a survey should be sent to the community again on a centralized library for the Town.

Councilor Lappie stated that he was a proponent of a centralized library as he felt it would be more economical and more beneficial to the residents.

Councilor Joiner pointed out that each library has its own individual trust fund.

There was further discussion on this issue between Council members. It was noted that the Swajchuk property now allows for a centralized location.

Mayor Doody stated that he was in favor a town-wide survey on a centralized library.

The Council requested a workshop with the Library Board to further discuss this issue.

Town Manager Kilduff briefly spoke on the prior survey that was done. He noted that it has been stated that there would be no decrease in cost with a centralized library. The Town Manager will send a letter to the Library Board requesting a work session with the Town Council.

## **Town Council and Library Board Workshop Meeting October 26, 2004**

*See attached full minutes: this entire workshop was devoted to library expansion.*

**TOWN COUNCIL AND LIBRARY BOARD  
WORKSHOP MEETING**

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**Tuesday, October 26, 2004**

**Town Council Chambers  
7:00 p.m.**

**1. CALL TO ORDER:**

Mayor Doody called the meeting to order at 7:00 p.m.

Present were Mayor Michael Doody, Deputy Mayor Vincent Candelora, Council Members Mary Bigelow, Andrew Esposito, Donald Fucci, John Lappie and Joanne Wentworth. Library Board members present were Judith Barton, Marion Bradley, Carolyn Candelora, and Judy Neubig.

Also present were Town Manager Karl Kilduff and Library Director Robert Hull.

Library Board Member Suzanne Kolakowski arrived at 7:10 p.m.  
Council Member Ashley Joiner arrived at 7:15 p.m.

Council Member George Guertin was absent.

**2. DISCUSSION: FUTURE COURSE OF ACTION FOR THE LIBRARY SYSTEM**

Town Manager Karl Kilduff presented for review the following documents: a Memorandum dated October 26, 2004, the letter submitted by the Library Director, the letter from the Library Board, prior Space Needs discussions, a Plan for the North Branford Public Libraries Future that was put together by the Library Board in 1997, and an analysis done by the Library Director in 1997.

Deputy Mayor Candelora spoke on the issue of keeping two separate libraries versus one central library. He felt that this issue should be discussed prior to moving forward on any major capital project. He stated that the prior survey done showed that the townspeople were in favor of keeping the two libraries. He also pointed out that it has been stated that there is not a significant cost savings in combining the two libraries into one central library.

Library Director Bob Hull reviewed the survey from 1991 and confirmed that the townspeople at that time were in favor of keeping the libraries in their existing locations. He stated

that there was an approximately 10% return on the survey, which is a typical return rate.

There was discussion on the expansions planned for the Atwater and Smith Libraries.

Library Director Bob Hull responded to this. He spoke at length on the addition of an elevator at the Smith Library and the possibility of a small addition next to the elevator in order to maintain the current space at that library.

Town Manager Kilduff reviewed the schematic drawings that have been done for the Smith Library and include three different schemes.

Mayor Doody questioned how the trusts for each of the libraries would be affected if there was one centralized library.

There was a brief review and discussion on the separate trusts for the Smith and Atwater Libraries.

There was also discussion between Council members and Library Board members on two separate libraries versus one centralized library.

With respect to the issue of duplications, Library Director Bob Hull noted that some books would still be duplicated with only one library building. He noted that savings would be found in periodicals and picture books for children. He confirmed that currently the two libraries share staff as well as their collections.

Councilor Bigelow questioned the children's' programs run at the libraries.

Library Director Bob Hull spoke on the story hours and special events, noting that sometimes participants must be turned away due to lack of space. There was discussion on running these programs at the Community Center, and Library Director Bob Hull confirmed that some programs have been done there.

There was discussion on re-surveying the townspeople with respect to the issue of two separate libraries or a centralized library. Library Director Bob Hull stated that the Library Board would be willing to do another survey.

Mrs. Bradley pointed out that the Town does not own the Smith Library property as it is owned by the Church. This parcel would revert back to the Church if the library is no longer located on it. Mrs. Bradley spoke on the two separate centers of the Town. She indicated that the plans for the Atwater Library have been drafted and include a special meeting room large enough to accommodate the programs sponsored by the Library Board. She spoke on the various programs held at the libraries, including book discussions and tutoring sessions.

Library Director Bob Hull also addressed the issues relating to capacity. He pointed out that the proposed meeting room at the Atwater Library could be open to other Town groups for use as well.

Library Director Hull questioned if it was the consensus of the Council that something needed to be done with respect to the libraries. Council members concurred that it is the consensus of the Council that something must be done with the libraries.

Deputy Mayor Candelora noted that the acquisition of the Swajchuk property by the Town has again raised the issue of a centralized library.

Mrs. Bradley spoke on prior Town purchases at a centralized location.

There was considerable discussion on the issue of a location for a library. Town Manager Kilduff noted that libraries are usually located on main roads, near population centers, and in the service areas of a town. He also spoke on the natural limiting factors of the Swajchuk parcel, pointing out that there are no sewers on Forest Road. He felt that this parcel was good for passive

and active recreation.

Ms. Kolakowski stated that she was concerned with the idea of a central location.

Councilor Wentworth spoke on the need to address ADA issues at both libraries.

Library Director Bob Hull stated that he was concerned with the timeframe for centralizing services as he felt that this would mean further delays.

Town Manager Kilduff spoke on the need to develop a master plan for the future of library services as well as a space needs assessment. He noted that funding would be required and that timing would be a consideration.

There was further discussion between Council members, Library Board members, Library Director Bob Hull and Town Manager Kilduff on the library space needs in North Branford. Library Director Bob Hull stated that the State Library has a planning program that can be utilized for some of the planning.

The Town Manager will obtain cost estimates from architects and the Library Board will do an analysis of the libraries' future in the next 20 years. It was noted that a survey can then be done on whether or not there should be a centralized library or the two libraries should be maintained.

Town Manager Kilduff spoke on the potential land use of the Swajchuk property, which could support a 40,000 square foot building possibly consisting of a library, community/recreation center, and senior center.

There was further discussion between Council members and Library Board members. There was also discussion on the previous survey that was done.

All parties discussed a centralized library versus the benefits of keeping the two existing libraries.

There was also discussion on the time frame for a decision as well as the work to be done.

## **16. ADJOURNMENT**

**MOTION:** Councilor Lappie moved, seconded by Deputy Mayor Candelora, to adjourn the meeting at 7:55 p.m.

**VOTE:** Passed unanimously.

Respectfully submitted,

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Rosanne Krajewski,  
Clerk to the Council



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**VOTE:** Passed unanimously.

Respectfully submitted,

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Rosanne Krajewski,  
Clerk to the Council

#### **Town Council July 5, 2005, Page 4**

b. Discussion and Action Re: Resolution Authorizing and Directing the Town Manager to Engage an Architect for Schematic Drawings and Building Grant Application Support for the Library System

MOTION: Councilor Wentworth moved, seconded by Councilor Fucci, that the Town Council

of the Town of North Branford hereby authorizes and directs the Town Manager to proceed with a selection process to select an architect to provide grant support and schematic design for building improvements and possible expansions of the Atwater and Smith Libraries. Said architect will also be retained to provide design services for actual construction.

VOTE: Passed 8 to 0 in a roll call vote.

#### **Town Council August 9, 2005, Page 4**

a. Letter of Thanks to the Town Council from the Library Board

The Council was in receipt of a letter dated July 7, 2005 from the North Branford Library Board thanking it for moving forward with expanded library services.

#### **Town Council September 6, 2005, Page 3**

Town Manager Kilduff reported that the Town received three proposals in response to the Request for Qualifications on the library architectural work, which are being reviewed. The draft Request for Qualifications for the intermediate school is being reviewed by the Superintendent of Schools prior to going out.

#### **Town Council September 20, 2005, Page 1**

##### **8. TOWN MANAGER'S REPORT**

Town Manager Kilduff presented and reviewed with the Council his Memorandum dated September 15, 2005 (Attachment 1). He highlighted the discussions with the Regional Water Authority on the conservation easement for the Augur property, the architect selection for the library project, and the architect and RFQ for the intermediate school project.

#### **Town Council October 4, 2005, Page 2**

##### **8. TOWN MANAGER'S REPORT**

Town Manager Kilduff presented and reviewed with the Council his Memorandum dated September 29, 2005 (Attachment 1). With respect to the architect selection for the library project, he indicated that three firms have been interviewed and their references are being checked.

## **Town Council March 7, 2006, Page 2**

### **10. CITIZENS' STATEMENTS AND PETITIONS AND CORRESPONDENCE**

Mayor Esposito opened the meeting to citizens' statements.

Bill Neubig Re: Library Additions. He pointed out that both libraries are in poor condition and not handicapped accessible. He felt that the Town should look into building one central library on the Swajchuk, Augur or Reynolds property. He spoke on his reasons for this suggestion. He pointed out problems with the Smith Library. He was concerned with putting funds into these two older buildings. It was his opinion that the Reynolds property would be an ideal site for a centralized library. Councilor Hausman stated that he felt that Mr. Neubig made some valid points. He felt that the Town has made mistakes over the years, and he liked the suggestion of one library building instead of trying to maintain two buildings. He also felt that a centrally located library was a good idea.

There was a brief discussion on this issue between Council members. The Council suggested that this be taken up at the Goal Setting meeting.

Deputy Mayor Wentworth pointed out that at one time both sides of Town wanted to keep the two separate libraries. Councilor Candelora spoke on previous discussions with respect to this issue.

Cliff Potter Re: Requested that the Council look into the feasibility of having the library, senior center, fitness center and community center all at one central location. He noted that currently the Town is heating all these separate older buildings.

## **Town Council April 4, 2006 Page 2, 4 & 6**

### **10. CITIZENS' STATEMENTS AND PETITIONS AND CORRESPONDENCE**

Deputy Mayor Wentworth opened the meeting to citizens' statements.

Marion Bradley, Chairperson Re: Issue of one or two libraries for North Branford Library Board She spoke on the problems arising if the Town goes to a single library, including the loss of State grants, loss of the Smith building and lot, loss of the Smith endowment as well as the need to return funds to the Atwater Trust Fund. She spoke on the history of the Atwater Library parcel as well as the Atwater Trust Fund. She also pointed out that the State feels that the ideal site for a library would be a site that is also suitable for a retail business.

Councilor Bozzuto questioned the Smith Trust Fund.

Mrs. Bradley Re: Confirmed that the Town would lose the land that the Smith Library is

on as the Northford Congregational Church owns the land and it would revert back to the Church with the buildings on it if not used as a library. She confirmed that the Town owns the Atwater parcel and spoke on how the Atwater Trust Fund works. She stated that the Library Board has been setting aside funds each year to cover the cost of new furniture for the two libraries.

Bob Hull, Library Director Re: Clarified that the Town would still be eligible for one \$500,000 State grant for new construction. Under the current proposal, however, the Town is getting two \$500,000 State grants for the renovations to both libraries.

Town Manager Kilduff stated that the report from the architect is not yet complete on the costs of the renovations and additions to the libraries.

Elisabeth Caplan Re: Felt that the Town should move forward with the Old Post Road renovations of the two libraries as funds have already been expended toward this. She spoke on the need to make these libraries handicapped accessible and felt that this was a viable financial option for the Town.

John Lappie Re: Felt that the renovations to the libraries are long overdue as this process was started in 1997. As he was on the Council at the time this decision was made, he felt that the decision was based on balancing current projects, economics and the desire to meet the community's needs. He urged this Council to proceed as planned with the project.

Mrs. Bradley Re: Pointed out that the renovations to the libraries are based on a 20 year projection.

Cheryl Smith, Board of Education Re: Board of Education budget. She stated that the Board would be more than happy to meet again with the Council with respect to the budget if required.

Cliff Potter Re: Town buildings. Stated that he felt that the Town should do what is right when it comes to Town buildings as the Town has a bad track record with respect to this. He spoke on a multi-purpose area where all Town functions are handled. At this time, he felt that the Town is heating many separate, older buildings. He pointed out that the Town has a reputation of not building it right the first time.

Theresa Baldwin, Adult Librarian Re: Felt that the library renovation projects are ready to go and should be completed. She spoke on the multiple tasks around the libraries done by Library Director Bob Hull. She noted that they have been waiting for handicap access for both libraries for a very long time and that restrooms are desperately needed in the children's rooms. She gave many examples of problems which patrons experience due to the lack of each of these. She spoke on non-residents' use of our two smaller libraries. She requested that the Council support the renovation of both libraries.

Judy Neubig, Member of the Re: Stated that she was on the Library Board when it was Library Board voted to give the Town \$80,000. She concurred with all of the statements this evening but felt that the Council should look at what is best for the Town. She pointed out that residents were asked 15 years ago and at that time they wanted two libraries.

Town Manager Kilduff reviewed the timeframe with respect to the architect for the renovations to the libraries.

Carolyn Candelora, Member of the Re: Questioned how the new members of the Council Library Board are educated with respect to the issues raised.

There was a brief discussion between Council members and Library Board members with respect to the issue of the renovations to the libraries. Councilor Candelora noted that the Council is still moving forward with the library projects.

Bob Hull, Library Director Re: Noted that the renovations are based on population for 20 to 30 years from now, which is the State criteria that must be met in order to get State approval and grants.

**c. Discussion and Action Re: Library Location**

Deputy Mayor Wentworth noted that this issue was discussed at length under Citizen's Statements.

Councilor Bigelow spoke on the history of a centralized library. After much review and discussion last year, she now concurs with the renovations to the two libraries.

**Town Council September 19, 2006 Page 5**

**f. Discussion and Action Re: Resolution Appropriating \$9,500,000 for Architectural, Engineering and Construction Services for Planning, Design and Execution of Renovations and Additions at Edward Smith Library and Land Acquisition in the Town of North Branford and Authorizing the Issuance of \$9,500,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose**

**MOTION:** Councilor Candelora moved, seconded by Councilor Joiner, that the North Branford Town Council hereby approves the attached Resolution of the North Branford Town Council Appropriating \$9,500,000 for Architectural, Engineering and Construction Services for Planning, Design and Execution of Renovations and Additions at Edward Smith Library and Land Acquisition in the Town of North Branford and Authorizing the Issuance of \$9,500,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose (Attachment 7).

Councilor Candelora questioned if the funding can also be used to purchase books. Treasurer/Finance Director Esposito indicated that it covers construction, furniture, fixtures and equipment. Town Manager Kilduff pointed out that books are included as part of the annual Town budget. Funds are also available from the trust funds and the Friends of the Library.

**AMENDMENT:** Councilor Candelora amended his motion, and Councilor Joiner amended her second, to clarify that the North Branford Town Council hereby approves the attached Resolution Appropriating \$9,500,000 for Additions and Renovations to the Edward Smith Library and the Atwater Memorial Library in the Town of North Branford and Authorizing the Issuance of \$9,500,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings

for Such Purpose (Attachment 7).

VOTE ON AMENDED MOTION: Passed 8 to 0 in a roll call vote.

There was further discussion between Council members, the Town Manager and the Treasurer/Finance Director on the library expansion projects as compared with the Jerome Harrison School project and the bonding for these types of projects.

Town Manager Kilduff spoke on the capacity for bonding. He indicated that the question is the Town's financial policy as to where debt service is as a percentage of the total of the Town's expenditures. He noted that the two issues are capacity of debt issuance, of which the Town has plenty of capacity, and where the percentage of debt service is versus the overall expense in the budget. He noted that it would be helpful if the Town had a formal policy with respect to this issue.

### **Town Council October 3, 2006 Page 2 & 7**

#### **8. TOWN MANAGER'S REPORT**

Town Manager Kilduff presented and reviewed with the Council his Memorandum dated September 27, 2006 (Attachment 1).

The Town Manager reported on the Requests For Qualifications for the library projects and reviewed the timeframe for this.

Mr. Munck Re: Questioned the grants to fix the libraries and where the funds will come from for this project.

Town Manager Kilduff responded to Mr. Munck's questions with respect to the library projects. He reviewed the grant monies being received for library improvements in the amount of \$1 million and the Small Cities Grant funds which could total between \$700,000 and \$800,000. He also spoke on other additional funds being looked into for utilities. He noted that the remainder of the project will be bonded as are other town construction projects. That is contained in the budget as Debt Service.

### **Town Council February 20, 2007 Page 10**

#### **14. CITIZENS' STATEMENTS AND PETITIONS**

Joe DeFrancesco Re: Library projects. He felt that the remodeling of the two libraries was not sufficient and that it would be of more benefit to the Town to construct one major central library.

Town Manager Kilduff spoke on the previous actions taken by the Council with respect to the library projects, including grant applications, bonding and the acquisition of 13 Old Post Road by the Town. He pointed out that the architects are moving forward with these projects and that the cost estimates are forthcoming.

Carolyn Candelora Re: As a member of the Library Board, she noted that she originally

was in favor of one library. She spoke on the decision which was made to renovate the two existing libraries rather than construct one central library. She noted that information was given on the need for libraries to be near central business areas as they are a stop off and not necessarily a destination. She thanked the Council for their decision with respect to this.

There was considerable discussion between Council members, the Town Manager and Library Board members present on the issue of the library projects.

Bob Hull, Library Director Re: Library projects. He indicated that he will be addressing the Rotary Club on the library renovation projects and would be happy to meet with any residents or groups to further review these projects.

Councilor Doody suggested that articles be placed in the Totoket Times and The Sound with respect to the library projects.

There was further discussion on the grant funding for these projects. Town Manager Kilduff reviewed the time frames for this.

Suzanne Kolakowski Re: As a Library Board member, she noted that the decision has been made and felt that they could not start over again.

Fran McGinnity Re: As a member of the library staff, she reported that the residents have been overwhelmingly in favor of keeping the two separate branch libraries. She stated that it is imperative that something be done soon as the buildings are falling apart.

Joe DeFrancesco Re: Library projects. He questioned if each facility will be properly stocked.

Town Manager Kilduff confirmed that each library will be properly stocked.

Richard Bigelow Re: Library projects. Spoke on the need to move forward with these projects, which he felt were carefully thought through by the Library Board and the Town Council.

Teresa Baldwin Re: As a member of the library staff, she pointed out that they receive books from all over the State of Connecticut. She indicated that the people who are using the libraries are happy with the proposed renovations to each library.

Dudley Harrison Re: Library projects. He suggested a referendum on the library projects to see what the people want. He also questioned if the Town Council report contained in the Totoket Times will continue after the resignation of Vincent Candelora.

### **Town Council March 20, 2007**

MOTION: Deputy Mayor Wentworth moved, seconded by Councilor Bozzuto, that BE IT

HEREBY RESOLVED that the North Branford Town Council approves the 2006-07 through 2011-12 Capital Improvements Plan as recommended by the Town Manager and further instructs the Treasurer/Finance Director to print bound copies of the document for their normal distribution.

Councilor Calamita questioned if this approval impacts future decisions regarding the libraries. He spoke on the centralization of Town services and whether the issue of a

centralized library can be revisited.

Town Manager Kilduff indicated that this motion ratifies what was previously approved by the Council for the 2006-2007 budget. He highlighted the aspects of the library projects in the Capital Improvement Plan.

There was considerable discussion between Council members with respect to the issue of the libraries. It was suggested that possibly a referendum could be held regarding the library projects.

Town Manager Kilduff noted that approximately \$200,000 to \$250,000 has already been expended for the library projects on professional fees which does not include the property which has already been purchased. He noted that there is a grant currently pending before the State Bonding Commission.

The Town Manager briefly reviewed the Capital Improvement Plan for 2006-2007 that he noted has already been approved by the Town Council.

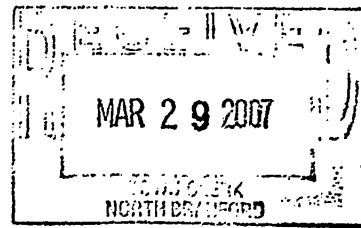
VOTE: Passed 9 to 0 in a roll call vote.

#### **Town Council Special Meeting April 3, 2007**

***See attached full minutes: this entire meeting was devoted to town building projects.***



MAYOR  
ANDREW ESPOSITO, III  
  
DEPUTY MAYOR  
JOANNE S. WENTWORTH  
  
TOWN MANAGER  
KARL F. KILDUFF



**COUNCIL MEMBERS**

MARY E. BIGELOW  
ANDREW M. BOZZUTO  
VINCENT J. CANDELORA  
MICHAEL J. DODDY  
DONALD J. FUCCI, II  
ARTHUR M. HAUSMAN, JR.  
ASHLEY CLOW JOINER

# TOWN OF NORTH BRANFORD

TOWN HALL P.O. BOX 287 NORTH BRANFORD, CONNECTICUT 06471-0287  
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

## SPECIAL MEETING TOWN COUNCIL OF NORTH BRANFORD, CONNECTICUT

### AGENDA

Tuesday, April 3, 2007

Totoket Valley Elementary School  
Immediately Following 7:00 p.m. Public Hearing

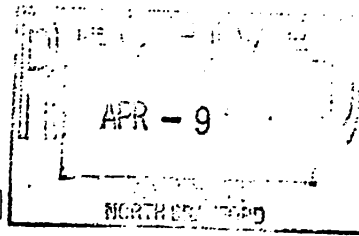
#### Salute to the Flag

1. Roll Call
2. Correspondence/Citizens' Statements:
3. New Business:
  - a. Discussion and Action Re: Possible Addition of Advisory Questions to the Budget Referendum
  - b. Discussion and Action Re: Possible Requirement that Any and All Capital Improvement Projects be Approved by the Town Council and Permanent Project Building Committee Before Any Agreements are Signed
  - c. Discussion and Action Re: Clarification of Contract with a Construction Manager At Risk versus an Agency Construction Manager
4. Citizens' Statements and Petitions:
5. Adjournment

Complete Agenda Packets are Available for Public Review in the  
Town Clerk's Office, Atwater Memorial Library and  
Edward Smith Library



MAYOR  
ANDREW ESPOSITO, III  
  
DEPUTY MAYOR  
JOANNE S. WENTWORTH  
  
TOWN MANAGER  
KARL F. KILDUFF



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## SPECIAL MEETING TOWN COUNCIL OF NORTH BRANFORD, CONNECTICUT

**Tuesday, April 3, 2007**

**Totoket Valley Elementary School  
8:00 p.m.**

### SALUTE TO THE FLAG

1. **ROLL CALL:** Present were Mayor Andrew Esposito, Deputy Mayor Joanne Wentworth, Council Members Mary Bigelow, Andrew Bozzuto, Paul Calamita, Michael Doody, Donald Fucci, Arthur Hausman and Ashley Joiner. Also present were Town Manager Karl Kilduff and Town Attorney John Gesmonde.

2. **CORRESPONDENCE/CITIZENS' STATEMENTS**

There was no correspondence or citizens' statements at this time.

3. **NEW BUSINESS:**

- a. **Discussion and Action Re: Possible Addition of Advisory Question to the Budget Referendum**

Councilor Bozzuto stated that he had asked that this item be placed on the Agenda in order to discuss the possibility of adding questions regarding upcoming Town projects on the non-binding budget referendum. He felt that this would be a good way to get a feel for what the public wants.

Councilor Bigelow reviewed the definition of "referendum" in the North Branford Code.

There was discussion by Council members on the issue of referendum questions being posed to the public.

Town Attorney Gesmonde noted that the Charter only allows for two types of referendums. One is the non-binding advisory opinion on the budget and the second is a referendum which allows townspeople to petition an Ordinance of the Town Council. He indicated that the Charter does not allow for extra questions to be placed on the budget referendum and that State statute allows certain questions as part of an election ballot.

There was discussion between Council members and the Town Attorney with respect to the issue of referendums. The Council discussed the possible need for a Charter revision with respect to this issue.



Town Manager Kilduff did confirm that there was enough time for questions to be placed on the November election ballot.

- b. Discussion and Action Re: Possible Requirement that Any and All Capital Improvement Projects be Approved by the Town Council and Permanent Project Building Committee Before Any Agreements are Signed

Councilor Bozzuto stated that he requested this item be placed on the Agenda to discuss the middle school project which he felt was rapidly increasing in cost. He pointed out that the Permanent Project Building Committee did not meet on this until March.

There was some discussion on this issue by Council members.

Town Manager Kilduff stated that he is currently holding the library project in limbo due to the Council's discussions at the last meeting. He noted that the middle school project continues to move forward.

Councilor Fucci stated that he was also concerned with the rising cost of the school project which was originally estimated to cost \$28 million two years ago. He had concerns with respect to Turner Construction as the project manager.

Town Manager Kilduff noted that the architect has been hired for the school project and that the role of the project manager is to act as an advisor. This was done after a workshop where the renovate-as-new project was discussed as well as the need for a construction manager who would oversee pre-construction services. He noted that if the Council desires a Clerk of the Works that would mean a change in the direction of services. The Town Manager reviewed the differences between a Construction Manager and a Construction Manager at Risk. He confirmed that Turner Construction has been hired as a Construction Manager for this project.

There was considerable discussion between Council members and the Town Manager with respect to this issue.

- c. Discussion and Action Re: Clarification of Contract with a Construction Manager At Risk versus an Agency Construction Manager

Town Manager Kilduff spoke on how Town projects were overseen in the past and why a Construction Manager was being used for the middle school project at this time. He compared the role of a Construction Manager as an advisor, which Turner Construction is on the middle school project, versus the role of a Construction Manager at Risk. He noted that if the Town desired Turner Construction to act as Construction Manager at Risk there would be additional costs associated with that which would include insurance, bonding, additional staffing and OSHA requirements. This could add an additional cost to the project of \$1.3 million.

The Council discussed the need to move forward with both the library project and the middle school project as they gave no indication to stop any of the projects. The Council suggested that further discussion should be held with respect to item b. that Capital Improvement Projects need to be approved by the Town Council and Permanent Project Building Committee before any Agreements are signed.

There was further discussion between Council members and the Town Manager with respect to the library project and the middle school project.

MOTION: Deputy Mayor Wentworth moved, seconded by Councilor Bigelow, that the North Branford Town Council discuss all three issues on tonight's Agenda at a work session meeting and to move forward with the library and middle school projects.

VOTE: Failed 2 to 6 with 1 abstention in a roll call vote.

FOR: Deputy Mayor Wentworth, Councilor Mary Bigelow

OPPOSED: Mayor Esposito, Councilors Andrew Bozzuto, Michael Doody, Donald Fucci, Arthur Hausman and Ashley Joiner

ABSTAIN: Councilor Paul Calamita

MOTION: Councilor Bozzuto moved, seconded by Councilor Joiner, that the North Branford Town Council hereby place Discussion and Action Re: Possible Requirement that Any and All Capital Improvement Projects be Approved by the Town Council and Permanent Project Building Committee Before Any Agreements are Signed on the April 17, 2007 Town Council Agenda.

Councilor Bigelow stated that she felt that this issue would be best discussed at a workshop rather than as part of a Town Council meeting.

VOTE: Passed 8 to 0 with 1 abstention in a roll call vote.

FOR: Mayor Esposito, Deputy Mayor Wentworth, Councilors Mary Bigelow, Andrew Bozzuto, Michael Doody, Donald Fucci, Arthur Hausman and Ashley Joiner

ABSTAIN: Councilor Paul Calamita

There was discussion on the status of the library project. It was the consensus of the Council to move forward with the library project at this time.

MOTION: Councilor Joiner moved, seconded by Councilor Bozzuto, that the North Branford Town Council hereby schedules a workshop for Thursday, April 12, to clarify the issue of a Construction Manager.

VOTE: Passed 9 to 0 in a roll call vote.

#### 4. CITIZENS' STATEMENTS AND PETITIONS

Mayor Esposito opened the meeting to citizens' statements and petitions.

Marion Bradley, Chairperson  
Library Board

Re: She gave a brief history of the Atwater Library acquisition and confirmed that this building and grounds can only be used for a Town use. With respect to the Edward Smith Library, she noted that if it stops being a library than all of the improvements and land revert back to the Congregational Church. She noted that funds from the Atwater Trust Fund are slated to be

used to purchase furniture for the libraries. She reviewed the State grants being received for each library.

Town Manager Kilduff briefly reviewed the grants for the library project, confirming that for one central library the Town could receive one \$500,000 grant while for the two library renovations the Town could receive two \$500,000 grants. He also noted that there is a funding source for retrofitting the libraries for handicap accessibility, for a total of approximately \$1.2 million in funding that would not be available for one central library.

Cheryl Smith, Chairwoman  
Board of Education

Re: Spoke on the 57% reimbursement from the State on all eligible costs for the middle school project. She also requested a list of the information that the Town Council and Permanent Project Building Committee members wanted with respect to this project so that she could provide that information to them. She noted that both the Town and the Board of Education have a copy of the design documents. She pointed out that the Council has already made the decision for the middle school project and to delay this project would make the costs increase even more.

Suzanne Kolakowski  
67 Parsonage Hill Road

Re: Stated that she has lived in North Branford for 70 years. She noted that the Council voted by consensus for the library project, and she reviewed the definition of "consensus". She felt that the two libraries was what is best for the Town. She also gave the definition of "estoppel". She noted that the plans have been on display at the libraries for several weeks if anyone wanted to view them.

Diana Sellers  
Birchwood Drive

Re: Read into the record a prepared statement from Robert Hull, Library Director, who could not be present.

Alan Davis, Principal  
North Branford Intermediate School

Re: Noted that there were many staff members and parents present in the audience in support of the renovate-as-new project for the middle school. He stated that the present facilities are antiquated. He pointed out that this project has been approved by both the Board of Education and the Town Council, and he requested that the Council keep this plan on schedule and not alter the scope of the project.

Dom Maggiore  
Oxbow Lane

Re: Spoke on the issue of a Construction Manager. He questioned what the square footage costs are for the middle school project and requested that the Town Council look into this further.

Cliff Potter  
1251 Middletown Avenue

Re: Was concerned that the Council find out the final costs for the middle school and library projects and the effect this will have on the bond rating. He was concerned that the sale of Wall Field and the Town building would require another new building while there are already two large projects and this could further affect the bond rating and the Town's cost of borrowing money.

Paul White

Re: Referendum questions and the need to legally add questions for a referendum vote.

Suzanne Kolakowski

Re: Read into the record a letter from Jenny Keeler of Parsonage Hill Road in support of the library projects.

Robert Fitch  
21 Great Oak Road

Re: Concerned with the schedule for the school project including when it will start and how long it would take to complete.

Superintendent of Schools Dr. Robert Wolfe indicated that the work on the middle school is slated to commence on June 30, 2007 with hazardous material removal. He expressed concern if the Town fails to meet this deadline and noted that there has already been a one year extension granted for this project. He indicated that the project should take 30 months to complete.

Mike Votto

Re: Stated that he has been a teacher in North Branford for 35 years and is a member of the Wallingford Board of Education. He felt that the renovations to the middle school are being done in order to meet the needs of the over 600 students in the school as well as national and state requirements. He felt that the longer this project is put off the more it will cost.

Al Rose  
40 Valley Road

Re: Felt that the Council needed to get control of the projects before them. He spoke on how building projects were handled in the past and noted that the Council would interview the short list of architects. He felt that the Council has lost power over these projects and needs to regain it. He spoke on the problems with flat roofs and noted that all Town buildings should have sloped roofs. He was concerned with the three-story structure being proposed for the middle school as he wondered if this would lead to the need for a paid fire department. He noted that with a general contractor and a

Clerk of the Works the auditorium project came in at or below budget. He briefly spoke on his experience with a renovation project while he was Building Official in Branford. He felt that the Town needs to get a lump sum bid or a guaranteed maximum price for all projects and that any mistakes made by the architects in the drawings that were their fault must be covered by the architect as they have errors and omissions insurance and the Town should not have to pay for their mistakes. He spoke on the benefits of using a General Contractor. He questioned the use of a Construction Manager for the middle school project as he felt that all the Town needs for projects is an auditor and a Clerk of the Works, both of who just watch out for the town's interests.

Don LaBanca  
346 Reeds Gap Road

Re: Library project. He felt that the decision has been made to go forward with the two library buildings and that money has been spent on this. He noted that there are two centers in North Branford and that these are neighborhood libraries. He felt that this would be cheaper than building one new building. He felt that the Council should stick with the decision that has been made.

Resident of Old Post Road

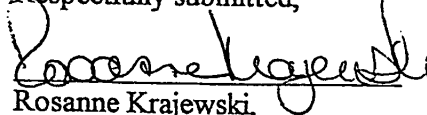
Re: Felt that the Town needs to proceed with both projects as the Town and the children desperately need these projects.

## 5. ADJOURNMENT

MOTION: Councilor Doody moved, seconded by Councilor Hausman, to adjourn the meeting at 9:45 p.m.

VOTE: Passed 9 to 0 in a roll call vote.

Respectfully submitted,

  
Rosanne Krajewski,  
Clerk to the Council

b. Discussion and Action Re: Comparing Forms of Construction Management  
Town Manager Kilduff prepared and presented details on Construction Management for the Council's information comparing a Construction Manager as Advisor with a Construction Manager At Risk. He briefly reviewed this with the Council and spoke on the price differences for each. He noted that a Construction Manager as Advisor represents the Town in managing the goals and objectives of a project while a Construction Manager At Risk actually builds the project.

The Town Manager reviewed the arrangement with Turner Construction for the middle school project. He also spoke on the Construction Manager for the library project, which can only be used as an advisor.

There was considerable discussion between Council members and the Town Manager with respect to this issue. Town Manager Kilduff requested clarification on how the Council would like the projects managed and built.

There was discussion on issues relating to the architect, the Construction Managers and a Clerk of the Works.

Town Manager Kilduff confirmed that the Construction Managers are working on a preconstruction basis. In order to actually build the projects, there will be a general contractor who could be a Construction Manager At Risk which would be at a higher fee. There was discussion on the fees for these different entities and how these fees affect the projects, particularly the fee for a Clerk of the Works versus a Construction Manager. Town Manager Kilduff reviewed the previous costs of the Clerk of the Works for the auditorium project and the history behind this. He noted that estimated costs for a Construction Manager as Advisor would be 5% to 7% of the construction cost. He noted that the Clerk of the Works would allow for a budgetary savings while a Construction Manager At Risk would be an additional fee that could affect the projects' budget. There was further discussion on this issue between the Council and the Town Manager.  
Superintendent of Schools

Dr. Robert Wolfe also spoke on the issue of a Clerk of the Works versus a Construction Manager for the middle school project. He felt that due to the scope and complexity of the project with students and programs going on throughout the course of construction that a Construction Manager would best serve the school's needs as they will help with the movement and relocation of students throughout the project. He noted that a Clerk of the Works worked on the previous auditorium project, as there were no students, faculty or ongoing programs involved. He also pointed out that there is a small footprint for the middle school project and that the Construction Manager will oversee and supervise the arrival of all construction materials when required.

Upon questioning, Town Manager Kilduff indicated that Turner Construction has already caught a number of corrections with respect to the plans being prepared by the architect, particularly with respect to the air conditioning. With respect to the Library Project, he indicated that the Construction Manager continues to hold the architect to task, maximizing the grant funds.



There was further discussion on the middle school project and a Construction Manager versus a Clerk of the Works between Council members. The Council questioned the current estimates for these projects.

Town Manager Kilduff indicated that the total estimated cost of the middle school project as of today is \$36 million. With respect to the library project, he indicated that \$9.5 million has been authorized by the Council and they are hoping to be 10% under that figure before going out to bid.

MOTION: Councilor Fucci moved, seconded by Councilor Bozzuto, that the project stays status quo until it goes to bid and that the Town Council reserves the right to change to a Clerk of the Works.

Dr. Wolfe spoke on the abatement, which is to commence at the end of this school year and the demolition, which is scheduled to start this summer on the existing cafeteria and old industrial arts room. He noted that this project is expected to start this June and last for 30 months.

There was further discussion on this issue by Council members

VOTE: Failed 2 to 6 in a roll call vote.

FOR: Councilors Andrew Bozzuto and Donald Fucci

OPPOSED: Deputy Mayor Wentworth, Councilors Mary Bigelow, Paul Calamita, Michael Doody, Arthur Hausman and Ashley Joiner

Jack Krasko, of the Permanent Project Building Committee, felt that the middle school project would need more than one Clerk of the Works due to the scope of the project. He indicated that a Clerk of the Works acts as a craftsman on site but they would also need someone to manage the project as well. He spoke on his experience with the auditorium project.

Al Rose felt that this was a complicated project but cautioned the Council not to agree with just the "status quo" unless they know what the "status quo" is. He was concerned that there were no final drawings and no final costs. He agreed with the Construction Manager as Advisor but felt that there is a need for a lump sum bid before any construction begins.

Dudley Harrison spoke on his previous experience with these types of projects, particularly with respect to hidden costs.

MOTION: Councilor Fucci moved, seconded by Councilor Doody, to go with the status quo with the exception that the Town wants a lump sum bid before commencement of work at the intermediate school.

Councilor Fucci confirmed that this same process should be followed for the library project.

VOTE: Passed 8 to 0 in a roll call vote.

## **Town Council May 1, 2007 Page 1**

### **2. Discussion Re: Process for Approvals of Future Building Projects**

Councilor Bozzuto opened the discussion on the process for approvals of future building

projects. He felt that all major projects should go through the Permanent Project Building Committee (PPBC) prior to signing any agreements on the project. He felt that both the Town Council and the PPBC need to be educated on the process to be followed.

Councilor Bigelow pointed out that the Council did make a decision on the hiring of a Construction Manager for the current projects.

There was discussion on the membership in the Council changing every two years and that new Council members are not aware of prior approvals made by the Council.

Councilor Bozzuto questioned the selection process for the architects, construction managers, and general contractors for Town projects.

Deputy Mayor Wentworth pointed out that it is the Council's duty to make policy decisions affecting the Town while the Town Manager runs the day-to-day operations. Councilor Hausman stated that he was concerned with the amount of money being spent on the two current projects.

Councilor Joiner stated that she felt that the PPBC should be more involved with the projects from the beginning, including the selection of an architect. She also felt that the PPBC should be reporting to the Council on a monthly basis.

Councilor Calamita questioned what the appropriate process is for large capital projects and also what the thresholds are to allow the townspeople to vote or decide on such projects.

Town Manager Kilduff confirmed that the Town Council has voted numerous times on both of the current projects.

Mayor Esposito indicated that the Council is looking to establish a policy for projects in the future.

Councilor Doody arrived at 7:12 p.m.

There was considerable discussion between Council members on this issue.

Town Manager Kilduff reviewed how the PPBC operates. He indicated that they have waived projects in the past, in particular the public works facility.

Deputy Mayor Wentworth noted that the PPBC was involved with both the Jerome Harrison School and auditorium projects.

Councilor Bozzuto expressed his concerns that the PPBC ends up with a project only after final plans are complete. He felt that there were qualified people on the PPBC who should be involved with the plans from the beginning.

Town Manager Kilduff pointed out that the Council was given information regarding the architects and construction managers in his monthly Memorandums. He reviewed how this selection process was done and confirmed that the Purchasing Assistant and Chairman of the PPBC were present.

Steve Whalen, a member of the PPBC was present and confirmed that the Committee has not met in several years. He stated that in the past the committee as a whole has been involved in selecting the architect, general contractor and clerk of the works. He indicated that they would then recommend these choices to the Town Council for their approval. He confirmed that there are five members on the PPBC.

Town Manager Kilduff confirmed that, prior to the current projects, the PPBC last met for the close out of the auditorium project.

There was discussion on having projects go to the PPBC from the start.

Councilor Bigelow reviewed Chapter 73 of the Code, which lists the duties of the PPBC.

Town Manager Kilduff reviewed the history of the middle school project.

Councilor Doody spoke on Council's authority with respect to these types of projects. He noted that in the past the Council as well as the PPBC was more involved in the selection process and review of the plans. He requested that the plans for the library project and middle school project be presented to the Council.

There was further discussion on the functions and duties of the PPBC.

There was also discussion by Council members on the two upcoming projects. Town Manager Kilduff reviewed the process being followed with respect to the plans for each project. He noted that the Town Council has authorized funding for these projects and that as long as the projects come within budget the projects will continue to move forward. He indicated that if the projects run over the amount authorized by the Council, then this would come back to the Council for review and approval.

There was considerable discussion between Council members and the Town Manager on the PPBC and its duties. Town Manager Kilduff noted that the Council appoints a liaison to this committee and that the Mayor is an ex officio member of the committee. It was noted that

Councilor Fucci is the liaison to the PPBC. The Council also requested a schedule of the PPBC meetings once that has been set.

There was a brief discussion on the status of the library project. Town Manager Kilduff reported that this has not yet gone out to bid.

At the request of Councilor Doody, Town Manager Kilduff confirmed that presentations will be made to the Council on the Smith Library project and the middle school project. Cheryl Smith, member of the Board of Education, briefly reported on the State review of the plans for the middle school project.

The Council confirmed that reports on the current building projects can continue to be included in the Town Manager's Memorandum.

There was further discussion on the structure of the PBPC. The committee consists of five members with three members required for a quorum and in order for a vote to pass. The Ordinance also requires that a Chairman and Secretary be appointed. Mr. Whalen stated that they have always elected a Vice Chairman as well, even though this is not contained in the Ordinance, to run the meetings in the absence of the Chairman. As far as Mr. Whalen knew, no formal rules have been filed although the Ordinance calls for this. The Council requested that the PPBC be given a copy of the Ordinance to follow and that they be instructed to meet at least once a year even if no projects are pending.

RESOLUTION APPROPRIATING \$9,500,000 FOR ADDITIONS AND RENOVATIONS TO THE EDWARD SMITH LIBRARY AND THE ATWATER MEMORIAL LIBRARY IN THE TOWN OF NORTH BRANFORD AND AUTHORIZING THE ISSUANCE OF \$9,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$9,500,000 is appropriated for additions and renovations to the Edward Smith Library and the Atwater Memorial Library in the Town of North Branford, Connecticut (the "Town") including but not limited to the acquisition of land, site surveys and improvements, demolition, hazardous material and asbestos removal, fixtures, furnishings and equipment, all substantially in accordance with the study dated July 30, 2006, entitled "North Branford Public Libraries Facilities Study, Schoenhardt Project# 05126.0", prepared by Schoenhardt Architecture + Interior Design, Tariffville, Connecticut, and for architectural, engineering and consulting fees, administrative, printing, legal and financing costs related thereto (the "Project"), said appropriation to be inclusive of any and all Federal and State grants-in-aid thereof.

Section 2. To meet said appropriation \$9,500,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by the Town Manager and the Town Treasurer in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of the State grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing, legal and financing costs of issuing the bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Manager and the Town Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such

bonds, including the approval of the rate or rates of interest, shall be determined by the Town Manager and the Town Treasurer in accordance with the General Statutes of the State of Connecticut, Revision of 1958, as amended (the "Connecticut General Statutes").

Section 3. Said bonds shall be sold by the Town Manager and the Town Treasurer in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Manager and the Town Treasurer.

Section 4. The Town Manager and the Town Treasurer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Town Manager and the Town Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Town Manager and the Town Treasurer, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, and be certified by a bank or trust company designated by the Town Manager and the Town Treasurer pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the Project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Town. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Town Manager or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Bonds, and to amend this declaration.

Section 6. The Town Manager and the Town Treasurer are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide

information on an annual or other periodic basis to nationally recognized municipal securities information repositories or state based information repositories (the "Repositories") and to provide notices to the Repositories of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to Repositories made prior hereto are hereby confirmed, ratified and approved.