

BOARD OF TRUSTEES SPECIAL MEETING
November 05, 2014
Cold Spring Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the special meeting to order at 10:01 a.m.

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Steven Trumbo, and Mike Whiteman. Absent: Christie Fillhardt. Also present were JC Morgan, Library Director; Joe Hayes, of Robert Ehmet Hayes & Associates; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

REVIEW OF BIDS FOR CAMPBELL COUNTY PUBLIC LIBRARY, ROOF ACCESSORY REPLACEMENT – NEWPORT AND COLD SPRING:

Joe Hayes reported on the bid documents received timely on November 4, 2014 for the Newport and Cold Spring roof plans. Paul Johnson asked for a summary of the documents. Joe stated that snow guards [ice catchers] would be added along the entire roofline of the Newport Branch [and clerestory/cupola] and to the metal roof above the newest section of the Cold Spring Branch. At the Newport Branch, the gutters and downspouts would also be replaced of the appropriate size which is larger than the existing ones. Joe also reported that all the contractors who bid on the work are good companies. Joe added that not using custom colors on the down spouts and snow guards could save as much as \$11,000. Joe wants to do a comparison with the stock colors to see what money can be saved. We may be able to get a standard color to match at the roof at Cold Spring. Joe wants to make sure the replacement materials matches well and looks good since the Newport roof is seen so easily from the interstate. Joe also reported that using stock colors will shorten the completion date of December 31, 2014. Joe then added that the snow guards are fastened in such a way that they can be taken off and re-used if the entire roof should ever need to be replaced. Paul Johnson asked about specifications and size of the new materials in accommodating the potential capacity for the gutters and down spouts. Viox & Viox, a civil engineering firm, double-checked Joe's work to make sure the gutters and downspouts to ensure are sufficiently strong with sufficient capacity. They will not be pulled off due to large amounts of water or ice. EPDM rubber will be used to line and seal the gutters to prevent leaks. Joe reported that he has added \$2,000 to account for unforeseen situations or related items that are identified as requiring attention during the projects.

Paul Johnson then asked what Joe saw when he went up into the attic at Newport. Joe reported that he saw a one inch gap between the wall and the structure of the roof in the vestibule area above the stairwell. Foam will be sprayed by the contractor to fill that space. The cost of the foam will come out of the \$2,000. Joe assured that Board that he will climb back up into the attic to make sure the work is completed correctly. JC Morgan wants to install four access points into the ceiling at Newport for better/easier access in the future. There is currently no access point into the ceiling. He added that the Library will contract separately to add the access points. Joe then reported that he had asked Ian Holten of ZHx Commissioning, our energy consultant, about energy loss at Newport since there is no vapor barrier installed with the existing double insulation. According to Ian, the Newport Branch is one of the most energy efficient buildings in the area on an energy cost per square foot basis. Ian did not believe

that it would be cost-effective to add a vapor barrier like the one added at the Carrico/Fort Thomas Branch. Joe stated that he is amazed it is working so well without any vapor barrier.

Finally, JC pointed out that the low bidder asked for 5% of the contracted amount immediately for initial costs to begin the contracted work. Joe was surprised that the contractor was requiring this since that isn't typically done but Joe suggested the Board include it in their motion to accept the proposal just in case the contractor insists. Paul Johnson asked about the second row of snow guards. Joe reported that the bidders said one row would be sufficient but Joe put it in the bid to see what the potential cost might be. Given the high costs, he did not recommend the second row be added.

Cathy Howard asked for a motion to adopt the bid of \$79,840. Steven Trumbo moved that the Board adopt the base bid of \$79,840 as presented, excluding the alternative bid of \$30,000 for the second row of snow guards, as proposed by Kramer and that the Board approve the 5% initial payment if requested by the contractor as in the bid form. Paul Johnson seconded, all were in favor and the motion carried.

NEXT MEETING: November 19, Wednesday, 5:30 p.m., at the Cold Spring Branch.

ADJOURNMENT: Mike Whiteman moved to adjourn the meeting, Steven Trumbo seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 10:19 a.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary