Marlboro Free Library

Special Meeting of the Board Minutes–Thursday, June 26, 2025 at 5:30pm

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 5:31 p.m.

II. **Pledge to the Flag:** Lindsay Jankovitz led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Anita Jean McMonigle, Lois Diorio, and Recording Secretary and Library Director, Lindsay Jankovitz.

Cheryl Werba and Benjamin Kolansky entered at 5:33 p.m.

IV. **Visitor's Forum:**

None present.

V. **Discussion and motion to approve the architect's recommendation for selection of contractors for the Library's Renovation and Expansion Project**

The board reviewed and discussed the contractor recommendation letter submitted by Butler Rowland Mays Architects for the Library's Expansion and Renovation Project.

RESOLUTION 116-6-27-25
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with Barone Construction Group, Inc, for General Construction Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $1,545,000.00 (base bid + Alternates 1, 2, 3, and 4).

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 117-6-27-25
A motion was made by Benjamin Kolansky and seconded by Kelli Kavanaugh to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with Ashley Mechanical, Inc, for Plumbing Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $182,575.00 (base bid).

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 118-6-27-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with DJ Heating & Air Conditioning, Inc., for Mechanical Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $647,000.00 (base bid).

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 119-6-27-25
A motion was made by Anita Jean McMonigle and seconded by Benjamin Kolansky to approve the recommendation from Butler Rowland Mays Architects and to authorize the Marlboro Free Library to enter into a construction contract with Mid-Hudson Electrical Contracting, LLC, for Electrical Work for the Library's Expansion and Renovation Project. This contract will be for a contracted sum of $437,311.00 (base bid + Add Alternate #4).

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. New Business

a. Line Item Transfers

RESOLUTION 120-6-27-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the attached line item transfers.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Check Signer for July

Benjamin Kolansky agreed to be the second signer on the Library's checks, while Library Treasurer, Cathy Cosman, is away on vacation during the month of July.

c. Feedback for Expansion and Renovation Project Brochure

The director distributed and asked for feedback on the Library's Expansion and Renovation Project Brochure. Feedback should be given to the director by the end of next week.

VII. Motion to Adjourn

Board President, Denise Garofalo, adjourned the meeting at 5:59 p.m.

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Special Meeting of the Board –Thursday, June 26, 2025 at 5:30pm

Marlboro Free Library

I. **Call to Order**

II. **Visitor's Forum**

III. **Discussion and motion to approve architect's recommendation for selection of contractors for the Library's renovation/expansion project**

IV. **New Business**

V. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

BUTLER
ROWLAND
MAYS
ARCHITECTS,
LLP
Library Architects
57 West High Street
Ballston Spa, NY
www.brmarchitects.com

June 26, 2025

Ms. Lindsay Jankovitz, Library Director
Marlboro Free Library
1251 Route 9W
Marlboro, NY 12542

Re.: Addition and Interior Renovations for the Marlboro Free Library
Architect's Project No. 23•46•06

Dear Lindsay,

Our office has reviewed the results of the June 18th, 2025 bid opening and contacted each of the low bidders for Contracts 1, 2, 3, and 4 to discuss their bids and experience. We have, as a result of this research, determined recommendations to the Library Board of Trustees in awarding these contracts. Our recommendation follows:

Contract No.1: General Construction Work

Apparent Low Bidder: Barone Construction Group, Inc. of Highland, NY

Base Bid Amount:	$1,372,000.00
Alternate No. 1: Add	$53,000.00
Alternate No. 2: Add	$37,000.00
Alternate No. 3: Add	$45,000.00
Alternate No. 4: Add	$38,000.00
Resulting Bid Amount:	$1,545,000.00

Recommendation: Based upon the documentation and qualifications that we have reviewed, we find no reason not to award the Contract to Barone Construction Group. Further, we recommend that the Library accept Add Alternates No.1, 2, 3, and 4.

Contract No. 2: Plumbing Work

Apparent Low Bidder: Ashley Mechanical, Inc. of Kingston, NY
Base Bid Amount: $182,575.00

Recommendation: Based upon the documentation and qualifications that we have reviewed, we find no reason not to award the Contract to Ashley Mechanical, Inc.

Contract No. 3: Mechanical Work

Apparent Low Bidder: DJ Heating & Air Conditioning, Inc. of Marlboro, NY
Base Bid Amount: $647,000.00

Recommendation: The low bidder, Vamco Sheet Metal, Inc., failed during the vetting process to confirm that the materials and systems included in their bid met the specification requirements, and withdrew their bid due to a math error. The

second lowest bidder, DJ Heating & Air Conditioning, Inc. was interviewed and confirmed their understanding of the project scope and confirmed their bid values. Based upon this information, we find no reason not to accept the Letter of Bid Withdrawal from Vamco Sheet Metal and award the contract to DJ Heating & Air Conditioning, Inc.

Contract No. 4: Electrical Work

Apparent Low Bidder: Mid-Hudson Electrical Contracting, Inc. of Poughquag, NY	
Base Bid Amount:	$436,311.00
Alternate No. 4: Add	$1,000.00
Resulting Bid Amount:	$437,311.00

Recommendation: Based upon the documentation and qualifications that we have reviewed, we find no reason not to award the contract to Mid-Hudson Electrical Contracting, Inc.

SUMMARIES

Based on the above Bid Amounts, we recommend accepting all of the Add Alternates. The total project hard costs (not including Owner's Construction Contingency), including the recommendations above, are summarized as follows:

CONSTRUCTION HARD COST SUMMARY	Recommended Bid Acceptance (Incl. Alternates)
Contract No. 1: General Construction	**$1,545,000.00**
Contract No. 2: Plumbing Work	**$182,575.00**
Contract No. 3: Mechanical Work	**$647,000.00**
Contract No. 4: Electrical Work	**$437,311.00**
Total:	**$2,811,886.00**

With the Board's approval, the provided Letters of Intent should be distributed to the four prime contractors and Butler Rowland Mays Architects will prepare the Owner-Contractor agreements for execution, and schedule a kick-off meeting accordingly. Please let us know if we can provide any other information regarding this process.

Very truly yours,

Meghan Brennen

Meghan Brennen
Butler Rowland Mays Architects, LLP

cc.: Board of Trustees, Marlboro Free Library
Whiteman Osterman & Hanna, LLP
BRMA file

Add Alternate #1: Remove existing windows and wing walls at future Children's Collection Area for new, larger windows.

Add Alternate #2: Add 7'0 wide x 6'6 tall window units at the existing Meeting Room east wall, and the north wall of the future Adult Collection Area.

Add Alternate #3: Replace 3 existing exterior doors with new doors and frames (doors with have top and bottom glazing).

Add Alternate #4: Remove existing exterior sliding door system in entirety, infill with glass storefront unit and 1 exit door.

MARLBORO FREE LIBRARY

Previously Awarded Grant Scopes and Funding

BUTLER ROWLAND MAYS ARCHITECTS LLP

June 25, 2025

Scopes of Work / Identified Projects	Hard Costs	Soft Costs	Furniture / FFE	TOTAL COST	AWARD AMT	LIBRARY MATCH
Meeting Room & North Entry Addition (2021-2022 DLD Grant)	$738,500.00	$154,700.00	$34,792.68	$930,492.00	$496,000.00	$434,492.00
Circulation & Staff Workspaces Renovations & Improvements (2022-2023 DLD Grant)	$472,833.00	$51,850.00	$70,468.00	$595,151.00	$297,575.00	$297,576.00
Mechanical, Electrical and Etc Upgrades to Existing Systems (2023-2024 DLD Grant)	$724,300.00	$0.00	$0.00	$724,300.00	$303,606.00	$420,694.00
Children's Room Improvements (2024-2025 DLD Grant)	$477,450.00	$0.00	$116,851.80	$594,301.80	$236,186.00	$358,115.80
Subtotal:				**$2,844,244.80**	**$1,333,367.00**	**$1,510,877.80**
Site Improvements (2023 SAM Grant)	$125,000.00	$0.00	$0.00	$125,000.00	$125,000.00	$0.00
		TOTALS:		**$2,969,244.80**	**$1,458,367.00**	**$1,510,877.80**

Library Construction Funding:	**$3,902,764.83**
(Per 2-15-2024 Summary by Owner)	
Less Grant Awards:	**$1,458,367.00**
Less Grant Matches:	**$1,510,877.80**
Unencumbered Balance:	**$933,520.03**

MARLBORO FREE LIBRARY

Addition & Renovations Project Budget - Post Bid

6/25/2025

BUTLER ROWLAND MAYS ARCHITECTS, LLP

Construction Hard Costs		
Contract 1	General Construction Work	$1,545,000.00
Contract 2	Plumbing Work	$182,575.00
Contract 3	Mechanical Work	$647,000.00
Contract 4	Electrical Work	$437,311.00
	Contract Total:	$2,811,886.00
	Owner's Construction Contingency (for Change Orders, etc.)	$222,200.00
	Finish Flooring New York State Contract Purchase	$40,901.23
	Hard Costs Total:	$3,074,987.23

Construction Soft Costs	
Design Team Fees	$302,000.00
Construction Management Services Allowance	$290,000.00
SEQR / Environmental Assessment Allowance	$0.00
Hazardous Materials Survey	$6,028.00
Geotechnical Report	$12,650.00
Legal & Financial Fees	$12,000.00
Building Permit Fee Allowance	$28,000.00
Owner's Builders Risk Insurance Policy	$15,000.00
Bidding Expenses	$1,000.00
Misc Expenditures	$2,000.00
Special Inspections Allowance	$25,000.00
IT / Technology Infrastructure / Security Allowance	$25,000.00
Furniture Allowance	$250,000.00
Soft Costs Total:	$968,678.00

Anticipated Total Project Costs:	$4,043,665.23

VAMCO
SHEET METAL, INC.
MECHANICAL CONTRACTORS
3090 Route 9
COLD SPRING, NEW YORK 10516
PHONE: (845) 265-4563
FAX: (845) 265-4013

June 26, 2025

Butler Rowland Mays
57 West high Street
Ballston Spa, NY 12020

ATTENTION: Meghan Brennen

REFERENCE: Marlboro Free Library Contract No. 3 – Mechanical Work

To whom it may concern;

I respectfully request that my Company's bid, submitted for the above-mentioned project on 6/18/25, be withdrawn, due to a clerical calculation error in our submitted bid.

A calculation error occurred in the mathematical calculation for the rooftop units for the project because our excel spreadsheet did not register/calculate a table that contained our rooftop unit price. Our estimate, which excluded the rooftop unit costs, contained only the sheet metal costs ($214,107.45) and our equipment and subcontractors' cost ($268,320.00), totaling to $428,427.45, which we rounded down to an even $428,000.00 in our bid. Our cost for the rooftop units was $315,000.00, but since it was in a table on our spreadsheet, it did not register when we calculated our costs. If we used the correct costs, with the rooftop units portion included, as it appears on our spreadsheet, our bid would have been $743,000.00.

We are prepared, if necessary, to meet with the appropriate individuals to show them our errors but hope that will not be necessary. Thank you in advance for your attention to this urgent matter and anticipated cooperation withdrawing our bid.

Regards,

Michael Vettorino
Vice President

2024-2025 LINE ITEM TRANSFERS FOR 6/26/2025		
#1	FROM COPY SUPPLY TO COVER LEASE PRINC & INTEREST	
	MOVE FROM:	
L7410.430C	COPY SUPPLIES/SERVICE	9,684.05
	MOVE TO:	
L9788.6	LEASE PRINCIPLE	8,279.45
L9788.7	LEASE INTEREST	1,404.60
#2	FROM ADULT TITLES TO COVER HOOPLA BOOKS ONLINE	
	MOVE FROM:	
L7410.410BA	ADULT TITLES	3,772.95
	MOVE TO:	
L7410.206	CD ROM PROD & ON-LINE SERV	3,772.95
#3	FROM SALARIES TO COVER HEALTH/DENTAL BENEFITS	
	MOVE FROM:	
L7410.1	SALARIES	12,109.82
	MOVE TO:	
L9060.8	HEALTH/DENTAL INSURANCE	12,109.82
#4	FROM MULTILPLE TO COVER MULTIPLE	
	MOVE FROM:	
L7410.1	SALARIES	4,399.05
L7410.410AB	ADULT TITLES	3,866.41
L7410.411VT	VIDEOTAPES/DVD	1,003.10
L7410.435	TRAVEL	1,184.26
	MOVE TO:	
L7410.430M	OFFICE SUPPLIES	286.48
L7410.431	TELEPHONE	165.97
L7410.434	PUBLICITY & PRINTING	355.13
L7410.439	RENTAL,REPAIRS,MAINTENANCE	4,248.09
L7410.451	CUSTODIAL	56.62
L7410.452	REPAIRS TO BUILD	3,983.49
L7410.454	INSURANCE	1,357.04

EXPLANATION:
To transfer funds to cover shortage accounts.

Recommended by: Lois Davis Date: 6/25/2025

Approved by: Denise A Gonzalez Date: 6/25/2025