

**West Tisbury Library
Building Committee Meeting Minutes
August 28, 2013**

Committee Members: Leah Smith (chair), Paul Levine, Mark Mazer, Linda Hearn and Ian Aitchison
Daedalus: John Christiansen
Architect: Patrick Lancaster
Public: Beth Kramer
Town: Kathy Logue and Bruce Stone

Leah Smith called the meeting to order at 12:35 PM.

- 1) Meeting Minutes: The August 21, 2013 minutes were reviewed. On a motion by Ian and seconded by Mark, the minutes were approved unanimously.
- 2) Kathy distributed an updated spreadsheet and noted she wants a reconciliation of the cumulative spending column with the Daedalus spreadsheet. She reported she is moving unspent monthly amounts into the New Year rows since she does not have any guidance on where it should go. John advised that he sees Kathy's spreadsheet as a cash accounting of expenses and Daedalus' spreadsheet as an accrued accounting of expenses and that explains the difference in spending totals. Kathy stated she wants an accurate projection of expenses going forward so she can plan for her cash on hand to pay the bills as they come due. She asked to get a copy of the pencil requisition from Nauset so she will have time to assemble the monies for payment. She also wants to get firm dates when the funding from all the Foundation and MBLC will be available.
- 3) Leah opened a discussion about the furniture purchase, noting the budget was cut from \$300,000 to \$170,000. She noted the Library is postponing as much FF&E as possible and this will lead to using existing furniture. She noted the Adirondack chair is \$700 cheaper than the upholstered chair. Beth advised the cost of the shelving is going up after the vendor's initial proposal and another RFP may be required for shelving purchasing. Beth acknowledged the efforts of Linda Hughes for stretching the FF&E budget as much as possible. Beth noted a furniture meeting will be held next Tuesday and asked the Committee to consider priority list of existing furniture to use. All were reminded that refrigerators and computers still needed to be procured. Patrick noted he just worked with a computer system that worked well in the library that OEA has just completed. He will forward contact information.
- 4) Leah presented the monthly invoice from Middletown Commercial Condo for the rental of the temporary library space. On a motion from Ian and seconded by Linda the Committee voted to approve payment for the sum of \$1,950.00.
- 5) John advised that the Town Administrator had authorized the release of the Daedalus letter to Nauset following review with the Town Counsel.
- 6) John reported on the benchmark progress and noted the plumbing inspection is scheduled for 9-3 and the other MEP trades are proceeding to their schedule targets. He advised the carpentry work is not maintaining the pace due to the reduction of the carpentry crew to seven workers. He reported that Nauset promised to increase

- the number of workers next week. Ian asked for increased pressure on Nauset to pick up the lost time.
- 7) John reported the installation of the air-vapor barrier (AVB) on the walls is down to detailing and punch list items. He noted the roof flashing and gutters are done and the building is water tight. A final inspection will be conducted when the roofing project manager arrives next week to review punch list items. He reported that the carpenters will complete the installation of the sleepers in the recessed slab on the lower level this week. They also continued framing soffits, have cut the stair stringers and have built the platform at the base of the stairs. John noted the electricians installed fire alarm wiring, placed duct bank conduit through the foundation and will be sealing the penetrations. He noted the plumbers have completed their supply line installation. He reported the HVAC contractor has installed much of the upper level ducts and noted they will be receiving their units on September 9. He noted the sprinkler contractor continues to install the fire main lines in the building. He advised the site contractor had placed the septic field structures and was getting inspections today.
 - 8) Patrick reported that there will be minor framing adjustment to accommodate HVAC ducts by moving soffits. He will issue SKs soon. He also noted an expansion joint (possibly a T-joint) will be needed between the concrete and wood subfloors on the lower level rubber finish floor.
 - 9) Ian noted the need for an accurate cash flow projection and asked that Nauset provide Daedalus with their projection.
 - 10) John presented the revised Alarm New England installation contract and service agreement. On a motion by Mark and seconded by Ian, the Committee approved the agreement for the sum of \$3,602.70.
 - 11) On a motion by Paul, seconded by Linda, the meeting adjourned at 1:46 PM.
 - 12) The next meeting is scheduled in Conference Room B at Town Hall on Wednesday, September 4, at 12:30 PM.