

**West Tisbury Library
Building Committee Meeting Minutes
August 7, 2013**

Committee Members: Leah Smith (chair), Paul Levine, Mark Mazer, Linda Hearn, Tucker Hubbell, Erik Lowe, Max Skjoldebrand and Ian Aitchison
Daedalus: Richard Marks and John Christiansen
Architect: Patrick Lancaster
Public: Beth Kramer, Hunter Moorman
Contractor: Anthony Papantonis

Leah Smith called the meeting to order at 12:34 PM.

- 1) Leah presented the monthly invoice from Daedalus for OPM services. On a motion by Mark and seconded by Paul, the Committee unanimously voted to approve payment for the sum of \$10,000.
- 2) Leah presented an invoice from Oudens Ello Architecture, LLC for construction administration services. On a motion by Mark and seconded by Ian, the Committee unanimously voted to approve payment for the sum of \$7,642.60.
- 3) Leah presented an invoice from Airport Storage for library contents storage. On a motion by Ian and seconded by Paul, the Committee unanimously voted to approve payment for the sum of \$1,119.00
- 4) Meeting Minutes: The July 31, 2013 minutes were reviewed. On a motion by Mark and seconded by Ian, the minutes were approved unanimously, with minor edits. Tucker, Max and Erik abstained.
- 5) In response to Paul's inquiry, Richard advised he will be meeting with Kathy Logue to update the cash flow analysis.
- 6) Richard reported the letter regarding the Committee's concern with the schedule was sent to Nauset.
- 7) Patrick noted he is keeping an outstanding work list, as requested by the Committee. John noted he also has reminders for the Nauset superintendent.
- 8) Richard advised that a new change order (#7) will be submitted for review with the Committee next week.
- 9) Tony outlined the new Nauset schedule revision and advised that it will be issued shortly. It will show a completion date of January 24, 2014, the same as the July 10 update. He acknowledged the Committee's concern about the schedule, agreed that Nauset was now four weeks late and he noted Nauset will issue a written response to Daedalus's letter by next Monday. Some members feel the work could take between 20 to 25 days longer than the current January 24, 2014 completion date. Tony pointed to the end of September for the rough MEP inspections as a good benchmark for progress. He also noted permanent power by the end of October is another milestone.
- 10) John reported the installation of the air-vapor barrier (AVB) on the walls is continuing and is about 50% done. He noted the roofers have been installing the shingle system and metal gutters. He reported the Howes House septic tank was installed and pipes connected without incident. The Howes House roof storm water drainage tank had been installed and the south side subsurface drainage field was in the ground and backfilling underway. He reported that the carpenters are continuing to build the

interior partitions and have installed the cedar roof edge trim boards so the roofing could start. John noted the electrical conduit work is continuing and the electricians will start pulling wires next week. The plumbing cast iron rough work is concluding and they will start supply pipe work next week.

- 11) Linda reported on the meeting with OEA and Cheryl Doble, a volunteer landscape architect. Patrick agreed with Cheryl's suggestions regarding minor changes to the site grading and will issue direction to Nauset.
- 12) Linda reported the on-island landscapers were unable to meet the Nauset requirements for bidding the landscaping portion of the contract. She has contacted Oaktree and they will likely be submitting a bid. Richard advised that Nauset had not lost any time this week, and has been maintaining their schedule for the last few weeks. He also noted that Sunrise's performance has improved in the last month.
- 13) Richard noted he and Beth had reviewed the requirements for the wireless data system in the library with the electrician and Educomp representative and he was expecting a small added cost to complete the technology wiring needs.
- 14) Richard noted Nauset will have the HVAC contractor paint the outlines of the HVAC equipment on the attic floors. Erik will review when the outline is in place. John will contact Erik when the outlines are in place.
- 15) Leah noted items to cover at the next meeting will be CO #7, Nauset Pay App #9, the cash flow analysis and a review of Nauset's response to the Daedalus schedule letter and time extension proposal. Beth requested that the meeting be held next week to review the goals that the Team will monitor.
- 16) Hunter reported on the site visit with two major library donors, stating that they could really envision the space. He also reported that the bricks for the walk are ordered. He asked for the cost of laying the bricks. He advised there will be a meeting/fundraiser at the Grainary from 5:30 PM to 7:00 PM on Thursday.
- 17) On a motion by Paul, seconded by Linda, the meeting adjourned at 1:44 PM.
- 18) The next meeting is scheduled in Conference Room B at Town Hall on Wednesday, August 14, at 12:30 PM.