

**West Tisbury Library
Building Committee Meeting Minutes
October 1, 2012**

Committee Members:	Leah Smith (Chair), Linda Hearn, Mark Mazer, Tucker Hubbell, Erik Lowe, Paul Levine
Daedalus:	Christina Oppen, Richard Marks
Architects:	Conrad Ello, Ted Steinemann
Public:	Beth Kramer, Max Skjoldbrand, Kathy Logue

Leah Smith called the meeting to order at 3:02PM.

- 1) Invoices: Beth reported that an invoice for \$5,000 was received from DPI. Tucker made a motion to approve, seconded by Mark. It was unanimously approved.

Three invoices were received from Cape Cod trailer storage for the container delivery at \$755 each. Mark made a motion to approve, seconded by Paul and unanimously approved.

An invoice was received from the MV Times for \$113 for an advertisement. A motion to approve was made by Tucker, seconded by Erik and unanimously approved.

An OEA invoice was received today which will be reviewed by DPI and Ian prior to submission for approval.

- 2) Leah stressed the importance of getting past meeting minutes up to date. DPI agreed to complete them by the end of the week.
- 3) Update on list of planholders: Christina noted that approximately 20 sets were sent to bidders via hard copy and a number of sets via electronic distribution. Ian asked why all of the alternates were “deducts.” Richard noted that this makes the bidding more straightforward and reduces the chances for mistakes. He noted that it is relatively easy to add scope later if the bids come in under budget for items such as landscaping and furniture and equipment. Beth mentioned bamboo floors as another possible add. Leah stated that the Committee can consider this if bids come in low.
- 4) Ian asked about the status of addenda? Conrad noted that addendum 1 is being assembled and will be going out this week. There will likely be additional addenda at a pace of about one per week. Questions generally come in from bidders a couple of weeks before the filed sub bid deadline. Ian asked if OE had picked up items to be addressed in an addendum. Conrad said that they have been working on a redlined set. Max asked a question regarding ceiling joists on drawings over the Director’s office. Conrad noted that the joists are sized properly but it’s actually a roof joist. He is not concerned about it structurally but can clarify the labeling. Paul asked about a clarification on ladders to attic. Conrad noted that drawings now have 4 pull-down stairs that are residential quality. This is something that the MBLC

requested and a deduct alternate. In response to a question, Richard noted that alternates are supposed to be selected at time of bid but the Committee can negotiate them at a later time with GC to determine final price.

- 5) Beth asked about the budget for furniture now that the circ desk and tech services built-ins have been deleted from the base building. Christina distributed an updated budget which shows a furniture total of \$240,000. Richard stressed that the final amounts available for furniture and equipment should be determined after the bids are received.
- 6) The updated project schedule was distributed. There are no changes to construction side. Beth requested that the dates be updated for the opening of the temporary library (October 15 is projected). Richard noted that the front end was sent to the Town Counsel (Ropes and Gray) twice and all comments have been incorporated to date; this contract is a fill in the blank contract and therefore the time for approval by the Town Counsel should be minimal. Currently there is one month in the schedule for Owner review, and we will try to beat that. Ian asked about the timing if a less than desirable contractor is the low bidder. Richard agreed that this could take more time to finalize.
- 7) Temporary Quarters – Beth noted that the Town received a signed lease today and it was delivered to the Town Administrator. The Library had painters in and they are finishing up today. Tucker obtained carpet and it has been installed. Comcast and Verizon have been in. Leah asked about books in office or basement? Beth noted that some will be stored in the basement. In order to divide the space from the unoccupied area, Tucker recommended that we take one of bookcases and screw it to the wall to use that extra storage space and it would solve the problem of installing a door; that way if we get the other unit we can just take the bookcase down. Beth will check with the bank. Plants will be made available at no cost to the public on 10/13. Conrad asked about the stone walls. Linda noted that we know where they are going, but haven't made plans to move yet. Beth will schedule the removal.
- 8) There will be 14 parking spaces allotted to Howes House during construction. Kathy asked about contractor parking and Conrad stated that this will be clarified.
- 9) Leah noted that tree removal will be discussed with the Historic Commission tonight. Linda reported that she and Richard met with Jeremiah Brown just before this meeting. He is getting quotes to remove one of the trees behind Howes House and one along State Road. He is also getting a quote to remove four small trees between the Field Gallery and Library. He will also get additional pricing to remove two large Norway Maples, but the Selectmen will have to approve their removal. Tucker explained that if only one of the trees near Howes House is removed, the septic system will have to be under parking lot.
- 10) Leah asked if the historic commission has jurisdiction over trees that are taller than 30. Mark said yes, but if there is a public safety issue, the Historic Commission could be overruled. Linda noted that Norway Maples are an invasive species which cannot be sold in Massachusetts.
- 11) Conrad noted that he will also present to the Historic Commission the final shingle specification and the bollard and pole lights. The Committee reviewed the bollards and agreed that OE's choice was appropriate.

- 12) Conrad has sent the drawings to Chief Estrella to get his approval and he will forward the drawings to the State Fire Marshal for review. Richard noted that the Building Inspector will be sent stamped sets once the addenda are incorporated. The General Contractor will be responsible for applying for the Building Permit.
- 13) Ian noted that the Police station is going out for bid next April /May - can we let Generals know from this job and make it more competitive? Richard said yes, we can do that.
- 14) Beth noted that the interiors committee has completed the inventory and interviewed three office dealers. Richard noted that the Committee can use the state bid list to obtain competitive quotations for the furniture.
- 15) Next meeting date October 25th at 3pm and the following meeting was set for November 8th at 3 pm.
- 16) Richard noted that the General Bids will be moved back one day to November 7th to avoid Election day.
- 17) Kathy asked if a bid can be rejected based on DCAM or local experience? Richard replied yes, but it can't be arbitrary. Kathy: for instance, we don't want roofer from the Elementary School. Richard requested that documentation be received prior to the bid opening, if possible.
- 18) Paul asked if the Committee would meet the General Contractor. Richard agreed to schedule that at the first available Building Committee meeting after the contract is signed.

The meeting was adjourned at 4:35PM.

Respectfully submitted,

Daedalus Projects, Inc.
Richard Marks and Christina Oppen