

**West Tisbury Library
Building Committee Meeting Minutes
September 4, 2013**

Committee Members: Leah Smith (chair), Mark Mazer, Erik Lowe, Linda Hearn and Tucker Hubbell
Daedalus: John Christiansen and Richard Marks
Architect: Patrick Lancaster
Public: Beth Kramer
Town: Kathy Logue and Bruce Stone

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

- 1) Kathy and Richard distributed their respective project cash flow spreadsheets for Committee review. Richard acknowledged Kathy and Bruce for their efforts to reconcile the differences in the cash flow spreadsheets. Richard noted Bruce gave him the August closeout figures and noted the expenditures now reconcile. Kathy noted she received the latest pencil requisition and it will help her to manage the Town's cash for timely payments. She asked if there was some way to get an accurate date for the receipt of the Cape Light Compact check for the \$58,357 energy saving rebate. Beth will contact Vicky Marchant to press for the letter of commitment. Richard noted the likely projection of the payment is sometime before 6-30-14. Bruce noted the money may have to be turned over to the Town and redirected to the project through Town Meeting. Beth will inquire about the letter. Richard asked Bruce to inquire about the remaining funds from the water service installation that was needed for Howes House.
- 2) Leah presented the monthly invoice from Daedalus Projects, Inc. for the OPM services for the month of August. On a motion from Tucker and seconded by Mark the Committee unanimously voted to approve payment for the sum of \$10,000.00.
- 3) Leah presented Change Order #8 and reviewed the previously approved changes incorporated. On a motion by Mark and seconded by Linda, the Committee unanimously voted to recommend approve the Change Order for the sum of \$3,171.38.
- 4) Richard recommended payment of the Nauset invoice for work installed in the month of August, noting the application had been reviewed and approved by Patrick, Ian, John and himself. On a motion by Tucker and seconded by Mark, the Committee unanimously voted to approve payment of \$695,760.28.
- 5) Meeting Minutes: A draft copy of the August 28, 2013 minutes were distributed. The Committee noted there was an insufficient number of eligible voters to approve, so the minutes will be reviewed next meeting. Some corrections were noted and will be incorporated into a redraft.
- 6) Erik reported his review of the HVAC duct system discovered some potential access issues for balancing and maintenance. Patrick and John will follow up.
- 7) John reported that the plumbing inspection occurred as scheduled for 9-3 and the pipe insulators started. He advised the carpentry crew was still at seven workers. Richard noted Nauset reported that the carpenters will be increased when delayed materials arrive. John reported the underground electrical and communications

- conduits were being installed. He reported that the carpenters completed the installation of the sleepers and wood subfloor on the lower level. They also built the stairs and set a safety rail in place. John noted the electricians continued to install wiring and panels and they received the building switchgear this week. They noted the sprinkler contractor continues to install the fire branch lines in the lower level of the building.
- 8) Leah reported the Board of Selectmen update went smoothly and she has invited the Selectmen to visit the project near the end of September.
 - 9) John presented the final revised Alarm New England (ANE) installation contract and service agreement for the sum of \$3,024.90. He noted the electrician on the project wants to incorporate the dialer into his equipment in lieu of interfacing with the ANE equipment.
 - 10) Beth reported that the FF&E team was having trouble getting responses from the selected shelving supplier and they were going to use another supplier who is more responsive. She and Linda Hughes went to ORI (Office Resources, Inc.) and reviewed options to the six Adirondack chairs, which received mixed reviews from the Committee. She reported acceptable replacements would each cost \$700 to \$750 more. She advised that they have saved serviceable chairs if the funding comes up short. Beth advised that the shelving will cost \$107,000 and the FF&E is \$80,000, and she still needs \$10,000 for computer system. She advised the Committee she will tapping her "gift" fund for the furnishing shortfall and she has asked the Friends for a contribution.
 - 11) On a motion by Erik, seconded by Linda, the meeting adjourned at 1:50 PM.
 - 12) The next meeting is scheduled in Conference Room B at Town Hall on Wednesday, September 11, at 12:30 PM.