

Capital Projects Committee Meeting

Date: October 20, 2014 @ 8:00am

Project: Eastham Public Library

P3 JN: 1209.00

- **Sheila Vanderhoef, Town Administrator**
- **Aimee Eckman, Finance Committee**
- **Elizabeth Gawron, Board of Selectmen**
- Deb DeJonker-Berry, Eastham Library
- Library Trustee – Sharron Krause
- Library Trustee – Dave Payor
- Library Trustee – Mary Shaw
- Library Trustee – Norma Marcelino
- OPM – Daniel Pallotta, P3
- OPM – Robert Todisco, P3

The following transpired:

10.20.1	Prior Meeting Minutes Review: Motion to approve previous meeting minutes from October 6, 2014 made by A. Eckman. Seconded by E. Gawron. Minutes approved.
10.20.2	Construction Update: <ol style="list-style-type: none"> 10.14.14 Construction Meeting Minutes shared. P3 presented the process of meeting minutes/record keeping, Potential change order (PCO) logs and Request For Information (RFI) Logs. ConCom meeting scheduled for tomorrow to review siltation control – per order of conditions. ConCom will review current Japanese Knotweed conditions on site. Review PCO/Bluestone bid conflict. Gas line expected to be cut this week by utility company. Bldg. Permit will not be issued until this is complete. Final LEED goals/numbers too early to determine. Points are earned by means of construction recycling & documentation processed during the construction phase.
10.20.3	Temp. Library Update: <ol style="list-style-type: none"> Ongoing work: Water test required: VOC, Bacteria & routine tests. P3 will collect samples and deliver to private testing lab. Plumbing work: replace water line to bldg. per plumbing inspector Town will install Fire Alarm components. Scope to include: smoke detectors, pull stations, and exterior strobe/alarm.

10.20.4	Misc. Discussion Points: <ol style="list-style-type: none">1. Alternative plans for water not being available will be discussed at a later date with more definitive updates from both projects (water & library)2. MBLC will need a copy of the GC contract & building permit for the release of the 3rd payment.3. The final bond for the project will be based on final committed costs. Uncommitted funds under the appropriated & granted funds by MBLC may be used for FF&E. To be determined at a later date.
10.20.5	Meeting Adjourn: Motion to adjourn by E. Gawron. Seconded by A. Eckman. Meeting adjourned at 9:00am Next meeting date: November 3, 2014 @ 8:00am

These minutes have been reported as understood by the writer. Should you note any inaccuracies or omissions, please notify this office promptly.



EASTHAM PUBLIC LIBRARY- PCO/CHANGE ORDER TRACKING LOG

PCO No.	Description	Date of Notice	Proposal Date	Proposal Amount	Authorized Change Order		Status	Response Time	REMARK
					Date	Amount			
1	Bluestone in lobby	14-Oct-14						41944	
2	Delta credit in elevator cost	14-Oct-14						41944	
3	Japanese knotweed	14-Oct-14						41944	(\$5,300)
4								41944	
5								41944	
6								41944	
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12								41944	
13								41944	
14								41944	
15								41944	
				\$0.00					
						\$0.00			

**EASTHAM PUBLIC LIBRARY
RFI TRACKING LOG**

Updated 10-30-14

RFI No.	Description	Submitted Date	Returned Date	Response Time
1	Railing, Guardrail, & Anchor Clarification	24-Sep-14	25-Sep-14	2
2	Benchmarks and elevations	26-Sep-14	20-Oct-14	25
3	Boundry markers	02-Oct-14	24-Oct-14	23
4	Foundation Dimension Clarification	09-Oct-14	20-Oct-14	12
5	Japanese Knotweed	10-Oct-14	30-Oct-14	21
6	Structural Steel Clarifications	20-Oct-14	24-Oct-14	5
7	Existing Precast Vault	20-Oct-14	23-Oct-14	4
8				41944
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