

Capital Projects Committee Meeting

Date: October 3, 2016 @ 8:00am

Project: Eastham Public Library

P3 JN: 1209.00

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| • Sheila Venderhoef, Town Admin | Library Trustee - Dave Payor |
| • Elizabeth Gawron, Selectman | Library Trustee – Mary Shaw |
| • Aimee Eckman, Finance Committee | Library Trustee – Sharon Krause |
| | Library Trustee - Norma Marcellino |
| Deb DeJonker-Berry, Library Director | |
| Jane Crowley, Health Agent | Mimi Ace |
| Dan Palotta, Project Manager, P3 | Al Alfano |
| Mike Delvecchio, Project Manager, P3 | Debbie Abbott |

The following transpired:

10.3.1	<p>Prior Meeting Minutes Review:</p> <p>August 18 AE (m), SV (2nd) and September 19 EG (m), SV (2nd) minutes were approved:</p>
10.3.2	<p>Construction Update:</p> <ol style="list-style-type: none"> 1. Conservation Commission: The meadow grass was planted in the area that is 100 ft from the pond; the green material layered above had chopped up newspaper with not seed. The Commission will be provided with copies of receipts for the meadow grass mix, photos of the bluestone installation showing there is colored sand beneath (the two large granite slabs might have used stone dust beneath but that won't be moving), and as-built drawings. The set of plans approved by the Commission showed one patio. What was installed differed hence the need to return to the Commission. 2. Punch List: is 70%-75% complete. There are six or seven intractable items on it: the tectum in the meeting room (staging is needed to install the projector); attic access in the staff work room (design not done yet); the standpipe in the walkway; grass (planting); shelves in the Eastham Room (replacements have been ordered); the circulation desk (awaiting update); the family restroom tiles. 3. Tours: Tours for members of the Boards of Selectmen and Finance Committee will be scheduled. 4. Right of way to water: There has always been an informal right of way to the pond from the east side of the library. Discussion centered around questions, including who is responsible for maintenance, stabilization of the bank, the possibility of using timbers to create steps/prevent erosion. The Town, not the Trustees are responsible with the possibility of a town meeting appropriation needed. The right of way if the Town's responsibility. 5. Water: The meter is ready.

	<ol style="list-style-type: none">6. Opening Date: Still undetermined.7. Staffing: Full staffing will be in place when the library opens.8. Septic: The Tank is at CC's yard. Work has not started (is dependent on permit) because the letter from the manufacturer or other responsible party is needed to guarantee that the design will work. A bond/financial guarantee is also part of the Board of Health's Condition. Jane Crowley summed the Board of Health's position: The Board of Health reviewed the revisions which included a 2,000 gal septic tank with treatment unit. The BOH wants to make sure the integrity of the modified tank is sound and is looking for a written statement from a responsible party guaranteeing the modifications will work and has also asked for a guarantee that the alterations would be financially supported for 12 months if it needs to be replaced or repaired so there is no cost to the Town. Dan Palotta stated that Nitsch Engineering will provide a letter stating that the modifications will work but cannot provide a warrantee. The design is covered by E&O insurance, and the construction covered by Nauset's bond.9. Sheila requested the Septic System change order, the letter from Nitsch Engineering and the punch list. Dan will provide those.10. Driveway: Modification to make turning easier were discussed but there were no specific design modifications presented.
10.3.3	<p>Meeting Adjourn: Next meeting date: October 13 at 8 AM</p> <p>These minutes have been reported as understood by the writer. Should you note any inaccuracies or omissions, please notify this office promptly</p>