

### Capital Projects Committee Meeting

**Date:** November 21, 2016 @ 8:00am

**Project:** Eastham Public Library

**P3 JN:** 1209.00

- **Sheila Vanderhoef, Town Admin.**
- **Aimee Eckman, Finance Committee**
- Deb DeJonker-Berry, Eastham Library
- Jacqui Beebe, Asst. Town Admin
- Library Trustee - Dave Payor
- Library Trustee – Mary Shaw
- Library Trustee – Sharon Krause
- Norma Marcellino
- Mimi Ace
- Debbie Abbott
- Al Alfano
- Mike Delvecchio, Project Manager, P3

The following transpired:

11.21.1	<b>Prior Meeting Minutes Review:</b>
11.21.2	<b>Construction Update:</b> <ol style="list-style-type: none"> <li>1. Punch List: Sheila will be going to Boston to meet with the OPM and architect on Nov. 28</li> <li>2. Deb reports that the staff has worked very hard to open the library and that everything is going well. Patrons are happy and using the library. IT work still underway.</li> <li>3. The group needs an update on budget. The town accountant is preparing a spreadsheet listing all expenditures for the project from all the sources.</li> <li>4. Energy costs are still a question.</li> <li>5. Cleaning: the Town has hired a cleaning service for 5 days a week. They will clean all the glass, floors, bluestone. They will work off-hours. The cost is \$30,000/yr. This is a short-term solution (6 months) until a permanent solution is agreed on. The company is S. J Services.</li> <li>6. The Town is taking care of the trash.</li> <li>7. Landscaping: the grass by the pond will be mowed by Natural Resources.</li> <li>8. Generators: covers not at grade; need to be finished.</li> <li>9. Snow: the Town will take care of snow as they do for all town buildings</li> <li>10. Staff: Two staff members have started in their full-time roles</li> <li>11. There will be an update on the Circulation Desk on Nov. 28</li> <li>12. Ponderosa Landscaping has marked all the trees and provided price estimates for various components. Their total estimate for all the work is \$18,000.</li> <li>13. A bollard in front of the generators will be investigated</li> <li>14. Fence by road: There was discussion of reducing the height of the last section for better visibility</li> </ol>

11.21.3	<p><b>Meeting Adjourn:</b> Next meeting date: to be determined</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>
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