

Permanent Building Committee Meeting  
Minutes of Tuesday, July 9, 2013

**Call to Order:** PBC Chairman, Wayne Klocko, called the meeting to order at 7:00 p.m.

**Meeting Attendees**

**PBC members**

Diane Jurmain, Jon Wine, Patrick Sheehan

**Ex-Officio members**

Charlie Vecchi, Beth Krimmel

**Other attendees**

Tricia Perry (Library Director), Karen Bouret (Secretary/PBC), John Sayre-Scibona (DTI), Maria Neville (Library Trustee), Patrick Lancaster (OEA)

**Approval of prior Meeting Minutes:**

Committee members reviewed meeting minutes dated 06/11/13. The approval of the minutes will be revisited at the August PBC meeting since members didn't have a chance to read them prior to tonight's meeting.

**New Business:**

John Sayre-Scibona reviewed the project status. John said the punch list is almost complete and was one of the shortest lists he has seen consisting mainly of paint-related items at the interior. Per Mr. Sayre-Scibona the general contractor has 45 days contractually after substantial completion to complete the punch list.

Wayne Klocko asked about the electrical disconnect mounted on the exterior wall near the HVAC equipment. Per Wayne, there should be locks placed on them. Patrick Lancaster said the Town should buy padlocks for them, all with the same key. Tricia Perry and Patrick will look into getting locks next week.

Per Patrick Lancaster, Pete Whittaker said he'd fix the dark versus light stone at the chimney with a sander. John Sayre-Scibona expressed concern that a sander won't fix the issue. Patrick will research the issue.

Wayne Klocko asked if anything remaining on the punch list will interfere with moving into the library. Mr. Lancaster said no. Tricia Perry said the remaining shelving will be completed by next week. Mrs. Perry also noted that the study carrels that weren't fitting into the niches have now been installed and the problem has been remedied.

John Sayre-Scibona said the exterior door handle price submitted by BWC is excessive. The PBC agreed that BWC won't install them.

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Tricia Perry mentioned that the fence at the retaining wall is mildewing. Beth Krimmel said that mildew is a common problem at Niagara Hall as well. The wall will need regular maintenance to be kept clean. Tricia also added that the library could use walk-off mats at the vestibules to help keep the floors cleaner.

Wayne Klocko asked when the library will be open to the public. Patrick Lancaster suggested July 29<sup>th</sup>. Mr. Lancaster noted that most of the reports have been submitted but Veterans' still has a few things to take care of. John Sayre-Scibona added that commissioning is an ongoing process but is being worked through.

Diane Jurmain asked if there is an on-line survey to be completed by Library staff for LEED. Patrick Lancaster said he will talk with the Green Engineer and let her know. Patrick added that BWC is working on their LEED documentation and are close to completing it.

Patrick Sheehan explained that he reviewed the AMEC documents given to him by Karen Bouret, and feels that the latest AMEC invoice that was submitted has valid charges on it.

**Budget/DTI:**

John Sayre-Scibona presented the updated budget (See Document A). John reviewed all the additions and deductions that have been made since the last PBC meeting.

Wayne Klocko asked about the status of pending NSTAR credit. Patrick Lancaster said it has been sent to the engineers to sign off on. Per John Sayre-Scibona a check will be issued in the amount of \$18,500.00. Both John and Patrick agreed to follow up with TMP to make sure the paperwork is completed.

A discussion was had regarding line 402 of the budget. The additional money needed to fund the computer/technology equipment was outlined in a proposal by Tricia Perry. (See Document B)

**Pat Sheehan made a motion to approve the computer/technology proposal in the amount of \$6,715.69. The motion was seconded by Diane Jurmain and passed unanimously.**

A discussion ensued about miscellaneous items to be accounted for in the budget. The group decided on additional shades, a new book drop, exterior door handles/pulls, waste baskets, coat racks and walk off mats.

**A motion was made by Diane Jurmain to authorize \$2,500.00 for the Library Director to use for the purchase of the miscellaneous items. The motion was seconded by Jon Wine, and passed unanimously.**

The PBC talked about signage and decided to carry \$16,000.00 to cover the remaining signage. John Sayre-Scibona will add \$2,000.00 to budget line 507. John will also pull \$15,000.00 from line 402.

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Regarding line 801, the extra \$4,600.00 will be shown as committed and be moved to contingency. John said the AMEC invoice funding will come from miscellaneous expenses.

**Invoice Approval:**

A bills payable schedule for AMEC from December of 2012 was reviewed. Pat Sheehan recommended approval of said invoice.

**A motion was made by Pat Sheehan to expend \$3,234.18 payable to AMEC for services provided. The motion was seconded by Diane Jurmain, and passed unanimously.**

A bills payable schedule for two Best Buy invoices for purchase of microwaves and a refrigerator was presented.

**A motion was made by Jon Wine to expend a total of \$1,479.17 payable to Best Buy for the two invoices presented. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for a revised Vencom Communications invoice for services provided was reviewed. The revised invoice does not include the CAT6 cable amount.

**A motion was made by Jon Wine to pay Vencom Communications \$1,892.67. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for services provided in the month of June by Design Technique was reviewed.

**A motion was made by Jon Wine to pay Design Technique \$560.00 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

B. W. Construction's Requisition #20 was presented and reviewed. According to John Sayre-Scibona, BWC has gone past the contract date by 124 days. At \$1,500.00 per day, that is a total of \$186,000.00. Per, the Town has the right to withhold \$186,000.00 plus \$60,000.00 for the unfinished punch list for a total of \$246,000.00. Wayne Klocko said a call has been placed to legal counsel and Charles Aspinwall is aware that the payment amount is in question. Wayne asked Patrick Lancaster to provide the number of days broken out from the claims for labor and materials that weren't approved. Mr. Klocko also asked Patrick Lancaster to provide a written response to BWC regarding the requisition.

**Wayne Klocko made a motion to approve payment of B. W. Construction's Requisition #20 in the amount of \$6,021.17. The motion was seconded by Jon Wine, and passed unanimously.**

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**Adjournment:**

**A motion was made by Wayne Klocko, to adjourn at 9:20pm, seconded by Pat Sheehan. The motion passed unanimously.**

The next PBC meeting is scheduled for: 7:00pm on Thursday, August 8, 2013 at the new Library

Submitted by:

Karen Bouret