

Permanent Building Committee Meeting
Minutes of Tuesday October 8, 2013

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

Meeting Attendees

PBC members

Wayne Klocko, Diane Jurmain, Jon Wine, Craig Schulze, Patrick Sheehan

Ex-Officio members

Beth Krimmel, Charlie Vecchi

Other attendees

Tricia Perry (Library Director), Karen Bouret (Secretary/PBC (OEA), Patrick Lancaster (OEA), Keith Edison (Police Chief)

Approval of prior Meeting Minutes:

Committee members reviewed meeting minutes date 09/17/13. Wayne Klocko noted two minor changes.

A motion was made by Pat Sheehan to accept the minutes, as amended by Wayne Klocko, seconded by Jon Wine. The motion passed unanimously.

New Business:

Wayne Klocko updated the committee about a meeting that took place on 10/4/13 between the Town, B. W. Construction, and counsel for both parties regarding a claim for additional costs. Wayne explained that information was provided but future meetings will be scheduled to determine a course of action.

Patrick Lancaster spoke about the water leak issue at the entry. Per Patrick, Meadows and Pete Whittaker will be attending the water testing by SGH on Thursday. Wayne Klocko asked Mr. Lancaster to give the PBC an update as soon as information is found regarding the cause of the leak.

Mr. Klocko said he attended a Planning Board meeting and asked for approval for a wall sign to be mounted at the rear entrance of the library. Mr. Klocko reported that he was pleased that the request was approved.

Tricia Perry addressed the PBC about some outstanding issues.

1. Tricia said there is still no hot water in the staff room or at the pantry. Patrick Lancaster said he will have someone look into it.
2. Tricia said the fireplace remote still hasn't been ordered. Wayne Klocko gave her the go ahead to order it.
3. Mrs. Perry said the Garden Committee would like to plan their work but need as-built drawings. Wayne Klocko asked Charlie Vecchi to speak to Charles Aspinwall about who in the town is responsible for keeping the as-builts.

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4. Tricia explained that there is an area in the courtyard which remains wet. Per Wayne Klocko, the DPW will address the issue.
5. Mrs. Perry noted that there is no attic stock for carpet nor has there been a response from West. Patrick Lancaster will research the problem.
6. Tricia noted that there are problems accessing the wireless network. Mrs. Perry said she has contacted Jed Toohey at Vencom but nothing has been resolved yet.

Wayne Klocko explained that initially the RFP for hazmat abatement at the existing library was quoted at between \$6,000.00 and \$10,000.00 just to assess the building and provide specifications and another quote for demolition would be needed. However, the assessment was already done by AMEC so only a demolition quote will be sought.

Pat Lancaster said they are very close to submitting for LEED certification but not quite done.

Invoice Approval:

A bills payable schedule for Harpswell House for the wall plaque for the entrance was reviewed.

A motion was made by Diane Jurmain to expend \$1,825.00 payable to Harpswell House for services rendered. The motion was seconded by Craig Schultze, and passed unanimously.

A bills payable schedule for Safety Signal for installation of security cameras was presented.

A motion was made by Craig Schultze to pay Safety Signal \$7124.00 for installation of the cameras. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule including four invoices for Tucker Library Interiors for metal shelving was reviewed.

A motion was made by Diane Jurmain to approve all four invoices for a total of \$129,270.39 for Tucker Library Interiors. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Design Technique for services rendered in September was presented.

A motion was made by Craig Schultze to pay Design Technique, Inc. a total of \$2,425.00 for services rendered. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for Vencom for phone system installation was presented. Per Wayne Klocko, payment will be held until the wireless issues that Tricia Perry mentioned are resolved.

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A bills payable schedule for Deep Surplus for patch cables for the Ethernet was presented.

A motion was made by Diane Jurmain to pay Deep Surplus in the amount of \$200.14. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Oudens Ello Architecture for services rendered in September was presented.

A motion was made by Craig Schultze to pay Oudens Ello Architecture in the amount of \$4,601.25. The motion was seconded by Diane Jurmain and passed unanimously.

Police and Fire Project

Wayne Klocko spoke about the draft RFP for the OPM for the Police and Fire project. (See Document A) Mr. Klocko noted that although the idea of a separate commission for the vetting of the OPM and architect had been discussed at a past meeting, he does not see the value in it. Mr. Klocko said his preference would be that the PBC handle the vetting.

A brief discussion about the RFP was had including a debate between the roles of the OPM versus Clerk of the Works. Mr. Klocko noted that moving in and out of the Fire Station during renovation should be included. Chief Edison suggested removing the LEED silver information. Wayne Klocko asked the PBC to send all comments and suggestions to Charles Aspinwall by the end of the week.

Adjournment:

A motion was made by Pat Sheehan, to adjourn at 9:03pm, seconded by Jon Wine. The motion passed unanimously.

The next PBC meeting is scheduled for: Tuesday, November 11, 2013 at 7:00pm in the Library

Documents:

- A. Owner's Project Manager Guidelines and Draft RFP

Submitted by:

Karen Bouret