

Corrected & accepted  
December 10, 2018

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held in the Monterey Fire House Classroom**  
**Temporary headquarters of the Monterey Library**  
**November 19, 2018**

**PRESENT:** Ann Canning, John Higgins,  
Mickey Jervas and Lisa Smyle  
**Library Director:** Mark Makuc  
Absent - Shannon A Castille and MaryPaul Yates  
**Building Support Team:**  
Dan Pallotta and Rob Todisco - P3 - Owner's  
Project Manager  
Tim Eagles - edm - Architect

Meeting was called to order - 7:06pm.

**Building Support Team:** The team was present to help explain the whys and wherefores of change orders and where we stood on them and the rest of the project.

Dan took the floor first and listed the reasons for change orders: 1. Errors and Omissions, an architect initiated fault; 2. Betterment, making this change will improve the project; 3. Owner Requested; 4. Officials Requested.

Except in the case of a verifiable issue caused by the architect, if there is a change we pay for it as the library is the beneficiary of the change.

Rob then went through progress and changes to date.

1. Submittals - Every single thing that goes into the job, that means every screw and nail, is submitted to Rob for approval. Thus far Allegrone has been very good about submittals.
2. Attic - There is a change to the structural support of the attic floor. It is not considered a major change.
3. Water - There has been a lot of water coming into the site. Not uncommon. In addition to ground water there is also water coming from an old clay pipe under the road. No one knows the age or source of this pipe and water. This has required pumping out the site. Actually, it can be considered a good thing. They now know this is a wet area and will install drainage accordingly.
4. Conservation Commission - Came to the site to see how the water was being handled, noted that we were filtering it and approved how it was being done.
5. Ledge - Looking around downtown Monterey, especially to the north of the library, it is not surprising

that ledge was encountered. Bores had been made during the design phase, but it was not noted. It took a few days to get the ledge below the foundation level. A preliminary estimate of the cost is about \$17,000. This is not an official number, nor has it been accepted by P3.

6. All the footings have been poured, some rebar has been installed. These have been inspected.
7. Concrete for the deck wall was poured today, 11/19/18.
8. With all the weather, rain and snow, delays and the added time for pumping water and removing ledge, Rob feels we are only about a week and a half behind schedule.
9. Change Order #1 - Has been presented by Allegrone in the amount of \$17,481.32. This was for the overage of \$15,900+ in the roof bid and the removal of the border tree.
10. There will be a change order for the attic and ledge work, together with other changes encountered to date. These changes do not appear to be out of hand.
11. The carpenter will be starting to work in the original library, reframing the window openings so they can take the new windows. He expects to start new building framing in late December.
12. Siding - Because Boral stopped producing the siding specced, we have to make some changes. The \$8,100 noted above is a premium we would have to pay if we buy Boral found somewhere. Or, we could go with red cedar which would add about \$16,000. EDM is looking into Everlast another type of siding and is waiting for pricing.
13. The final decision on the type of retaining wall must be made within the next month.

Tim said that Comalli Electric, who is the job electrician, will be talking to Nancy Tomasovich, who has offered the electrical fixtures at her cost. He also brought along color samples to refresh us on the various colors chosen.

Mark brought up the shelving which had been specced with a state discount and wanted to know if we are still getting that discount.

That ended construction discussion and the support team headed home.

**MINUTES:** The minutes of October 15, 2018 were corrected and accepted by motion made by John and seconded by Ann.

John made a motion to delay the director's evaluation until the December meeting. Ann seconded the motion and all approved.

**DIRECTOR:** The Halloween Pre trick or treat was well attended by 38 people, including 20 children. Storyteller Rona Leventhal was well received, in fact some of the "older" boys came back for a final story. Our thanks to the Fire Company for the space and the Parks Commission for their support.

Mark asked to postpone the financial report until next month.

The floors in both hallways leading into our current library space are a tracking problem. Every foot step is clearly marked on the dark slate. We had a mat at the entryway but that didn't solve the problem. The Fire Company has hired a mat firm. They will come once every two weeks and swap out mats from the entry door to the library.

Water and melting snow drips off the roof onto the entry ramp. Mark and Chris Tryon have discussed what product can be used to keep the pathway clear of ice without damaging the new concrete.

**CHAIR'S REPORT:** Lisa received an email from Town Hall advising her of the annual holiday party. She will forward it to each Trustee.

**OLD BUSINESS:** None

**NEW BUSINESS:** John and Mickey reported on their meeting November 6<sup>th</sup> with the Select Board and Finance Committee. Other than explaining that in accordance with state library laws the budget must increase by 2.5% annually, not much was accomplished as they did not have the work sheet for listing each category. Mickey met with Kenn earlier today [11/19] to review the individual numbers and to discuss staff wage rates and health care for the director.

John reminded us of the public history class at UMass that we had discussed some time ago. He recently met with

Professor Glassberg who will be holding the class during Spring semester. We do want to explore this more and will have to decide the exact direction we want to take. John suggested that a committee be formed to include Mark and Barbara Swann. Other names suggested were Linda Thorpe, Sally Pullen and Ray Tryon. Professor Glassberg knows Bernie Drew who is another good source.

The meeting was adjourned at 9:02pm by motion made by Ann and seconded by John.

**NEXT MEETING:** Monday, December 10, 2018 7pm  
Agenda - Director Evaluation  
Review FY18 financials & attendance  
Building program

Submitted by: Mickey Jervas, Secretary