

Minutes of  
Boyden Library Board of Trustees / Permanent Municipal & School Building Committee  
Joint Meeting  
Wednesday, August 21, 2013

7:05pm Welcome and call to order Tom Magee.  
Attendees – Trustees: Tom Magee, Fran Spillane, Ellen Pillsbury, Joe Lally and Sue Burlone; PMSBC: Bill Yukna, Bill Kass and Gary Whitehouse; LLB: R. Drayton Fair and Julie Jancewicz; STV Construction, Inc.: Paul Hemphill, Evan Warner and Al Saporetti; Advisory Committee: Kevin Powers; Library Building Committee: Janet Pineault; Library Director Jerry Cirillo and Children’s Librarian Margi Rossetti. Absent: Trustee Kevin Penders.

Minutes The minutes of the July 17, 2013 meeting were reviewed. Fran Spillane made a motion to approve; Joe Lally seconded, approved 5-0.

STV Construction Progress Report

Evan Warner reviewed the August 21, 2013 Project Updates. A copy is attached to these minutes. The following items were reviewed:

- Schedule – Substantial Completion Certification was issued on July 20, 2013 and the Permanent Certificate of Occupancy was issued on July 22, 2013.
- Past Activities – Evan Warner reviewed the construction activities undertaken in July and August. A report on these activities is appended to the minutes.
- Immediate Future Activities – Evan Warner, Drayton Fair and Julie Jancewicz discussed the planned activities for August and September. The full report is appended to, and incorporated into, these minutes.  
Bill Yukna raised the possibility of bringing in outside contractors should TLT be unable to complete remaining project work and after discussing it, the Board of Trustees agreed with his recommendation.
- Project Budget – Evan Warner reported the project is currently within the budget parameters. The STV Budget Summary (updated 7/31/13) is appended to the minutes.
- Change Summary – The Proposed Changes Log was reviewed and is appended to the minutes.

LLB Comments/Reports

Drayton Fair reported that Julie would be returning on Friday, 8/23/13 to review the punch list with a TLT representative. There was a lengthy discussion on the documentation required to obtain LEED certification. He also mentioned that LLB had not received the final numbers for signage. Also discussed at length were issues with some of the furniture pieces.

Construction Changes for Approval

There was a lengthy discussion regarding the CCDs for approval. After the discussion and the approval of Bill Yukna, Tom Magee made a motion to approve CCD #04R, 09B, 14R, 15R, 22R, 25R, 36R.2, 38R, 46R, 47R, 51R, 52R, 54R, 55R, 56R, 58R, 59R, 60R, 61R, and 63; Fran Spillane seconded; all agreed 5-0.

Invoices for Approval

- STV Construction, Inc., Invoice #31, #90002847, dated 8/9/13, in the amount of \$5,923.00 was reviewed. PMSBC reviewed and recommended for payment.
- TLT Construction Corp., Requisition #19, dated 7/31/13, in the amount of \$79,404.12 was reviewed. STV and LLB reviewed and recommend approving.
- LLB Architects, Invoice #28-1024, dated 8/15/13, in the amount of \$22,180.67 was reviewed.
- LLB Architects, Invoice #29-1024 Add Service - Signage, dated 8/15/13, in the amount of \$150.74 was reviewed.

- Louison, Costello, Condon & PFAFF, LLP, dated 8/5/13, in the amount of \$2,902.50 was reviewed.
- Anderson Electrical Contractors, Inc., Invoice #18150, dated 7/15/13, in the amount of \$862.27 was reviewed.
- SAILS Library Network, Invoice #007915, dated 7/22/13, in the amount of \$23,304.96 was reviewed.
- SAILS Library Network, Invoice #007916, dated 7/22/13, in the amount of \$768.00 was reviewed.
- Tucker Library Interiors LLC, Invoice #7541, dated 5/23/13, in the amount of \$55,669.44 was reviewed.
- W.B. Mason, Invoice #570752, dated 7/5/13, in the amount of \$58,228.56 was reviewed.
- W.B. Mason, Invoice #112552535, dated 7/17/13, in the amount of \$144.63 was reviewed.
- W.B. Mason, Invoice #112949936, dated 8/8/13, in the amount of \$253.40 was reviewed.
- Comm-Tract Corp, Invoice #3419350, dated 7/25/13, in the amount of \$3,510.00 was reviewed.
- Gaylord Bros., Inc., Invoice #2190647, dated 7/29/13, in the amount of \$171.34 was reviewed.
- Columbia Gas of Massachusetts, dated 7/9/13, in the amount of \$474.03 was reviewed.
- FTG Technologies, Invoice #4253342, dated 8/16/13, in the amount of \$185.00 was reviewed.
- Comm-Clean, Invoice #5374, dated 8/17/13, in the amount of \$1,350.00 was reviewed.

Tom Magee made a motion to approve the above all of the above mentioned invoices for a total of \$255,482.66; Fran Spillane seconded; all agreed.

8:05 pm Sue Burlone made a motion to adjourn; Joe Lally seconded; all agreed.

Respectfully submitted,  
Deborah J. Volpini