

Minutes of
Boyden Library Board of Trustees / Permanent Municipal & School Building Committee
Joint Meeting
Wednesday, September 18, 2013

7:14pm Welcome and call to order Kevin Penders.
Attendees – Trustees: Kevin Penders, Tom Magee, Fran Spillane, Ellen Pillsbury, and Sue Burlone; PMSBC: Bill Yukna, Mike O’Leary and Gary Whitehouse; LLB: Julie Jancewicz; STV Construction, Inc.: Paul Hemphill and Evan Warner; Library Building Committee: Janet Pineault; and Children’s Librarian Margi Rossetti. Absent: Trustee Joe Lally and Library Director Jerry Cirillo .

Minutes The minutes of the August 21, 2013 meeting were reviewed. Tom Magee made a motion to approve; Fran Spillane seconded; approved 4-0-1.

STV Construction Close-Out Progress Report

Evan Warner reviewed the September 18, 2013 Project Updates. A copy is attached to these minutes. The following items were reviewed:

- Schedule and Past Activities – Evan Warner continues to try to close the project; there is miscellaneous punchlist work, site related work and training to be completed. Evan also discussed the re-testing of two windows that failed prior testing and that the test results were good. He also mentioned that one or two people from TLT continue to be onsite. Also discussed were the ongoing HVAC and heating issues.
- Immediate Future Activities – Discussed were issues needing to be resolved in order to close out the project. The full report is appended to, and incorporated into, these minutes.
- Project Budget – Evan Warner reported the project is currently within the budget parameters. The STV Budget Summary (updated 8/31/13) is appended to the minutes.
- Change Summary – The Proposed Changes Log was reviewed and is appended to the minutes.

Construction Changes for Approval

After a discussion regarding the CCDs for approval, Kevin Penders made a motion to approve CCD #24R.2, #27R, #60R, #64, #65, #66, and #67; Tom Magee seconded; all agreed 5-0.

Kevin Penders discussed the Beyond Books Capital Campaign vote on 9/17/13 to fund up to \$170,000.00 in excess costs incurred during the project for the purchase of fixtures, furnishings and equipment. Also, to fund up to \$210,000.00 to fulfill the library’s obligation to contribute \$540,000.00 in private funds.

Invoices for Approval

- STV Construction, Inc., Invoice #32, #90002930, dated 9/9/13, in the amount of \$2,144.00 was reviewed. PMSBC reviewed and recommended for payment.
- LLB Architects, Invoice #30-1024, dated 9/13/13, in the amount of \$43,539.05 was reviewed.
- W.B. Mason, Invoice #577120, dated 8/28/13, in the amount of \$8,362.51 was reviewed.
- Louison, Costello, Condon & PFAFF, LLP, dated 9/3/13, in the amount of \$900.00 was reviewed.
- Brodart, Invoice #319057, dated 8/27/13, in the amount of \$721.14 was reviewed.
- Creative Office Pavilion, Invoice #168332-0, dated 6/27/13, in the amount of \$173,674.93 was reviewed.
- Creative Office Pavilion, Invoice #168332-1, dated 6/28/13, in the amount of \$13,600.08 was reviewed.
- Creative Office Pavilion, Invoice #169607-0, dated 6/27/13, in the amount of \$15,397.86 was reviewed.

Kevin Penders made a motion to approve the invoices, as mentioned by Mr. Warner in the report, in the amount of \$258,339.57; Fran Spillane seconded; all agree 5-0.

After some discussion, Kevin Penders made a motion to approve, subject to discussion with the Library Director and the PMSBC, Andelman & Lelek for enhanced commissioning, not to exceed \$7K; Tom Magee seconds; all agree.

7:45 pm Ellen Pillsbury made a motion to adjourn; Fran Spillane seconded; all agree.

Respectfully submitted,
Deborah J. Volpini