

Minutes of  
Boyden Library Board of Trustees / Permanent Municipal & School Building Committee  
Joint Meeting  
Wednesday, October 16, 2013

7:00pm Welcome and call to order Kevin Penders.  
Attendees – Trustees: Kevin Penders, Tom Magee, Fran Spillane, and Sue Burlone; PMSBC: Mike O’Leary, Gary Whitehouse and Bill Kass; LLB: Julie Jancewicz; STV Construction, Inc.: Paul Hemphill and Evan Warner; Library Building Committee: Janet Pineault and Library Director Jerry Cirillo. Absent: PMSBC: Billyukna; Trustee Joe Lally and Ellen Pillsbury.

Minutes The minutes of the September 18, 2013 meeting were reviewed. Tom Magee made a motion to approve; Fran Spillane seconded; approved 4-0.

STV Construction Close-Out Progress Report

Evan Warner reviewed the October 16, 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; the chiller compressor has been replaced and punch list items continue to be worked on. Documents needed from TLT for LEED submittal have been received.
- Immediate Future Activities –Evan discussed the restriping of the Handicap spaces in the parking area which will be coordinated by Bill Yukna; ongoing HVAC training; and the LEED certification submittal which they are trying to complete and submit by mid-November. 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 9/30/13) is appended to the minutes.
- Change Summary – The Proposed Changes Log was reviewed and is appended to the minutes.

Invoices for Approval

- Louison, Costello, Condon & Pfaff, LLC, dated 10/3/13, in the amount of \$765 was reviewed. Kevin Penders made a motion to approve; Sue Burlone seconded; all agreed.
- Gallery System Art Displays, Inc., dated 10/11/13, in the amount of \$445.30 was reviewed. Kevin Penders made a motion to approve; Fran Spillane seconded; all agreed.
- Servpro of Weymouth & Hingham, dated 7/30/13, in the amount of \$726.44 was reviewed. Kevin Penders made a motion to approve; Fran Spillane seconded; all agreed.
- Tucker Library Interiors LLC, dated 9/19/13, in the amount of \$266.25 was reviewed. Kevin Penders made a motion to approve; Tom Magee seconded; all agreed.
- FTG Technologies, dated 10/10/13, in the amount \$4,590.78 was reviewed. Kevin Penders made a motion to approve; Sue Burlone seconded; all agreed.
- FTG Technologies, dated 9/17/13, in the amount of \$185 was reviewed. Kevin Penders made a motion to approve; Tom Magee seconded; all agreed.
- FTG Technologies, dated 10/9/13, in the amount of \$405 was reviewed. Kevin Penders made a motion to approve; Sue Burlone seconded; all agreed.
- Whalley Computer Associates, Inc., dated 9/11/13, in the amount of \$16,711.43 was reviewed. Kevin Penders made a motion to approve; Fran Spillane seconded; all agreed.
- LLB Architects, Invoice #31-1024, dated 10/11/13, in the amount of \$7,535.20 was reviewed. Kevin Penders made a motion to approve; Fran Spillane seconded; all agreed.
- LLB Architects, Invoice #32-1024, dated 10/11/13, in the amount of \$16,988.40 was reviewed. Kevin Penders made a motion to approve; Sue Burlone seconded; all agreed.
- Building Enclosure Associates, Invoice #82736, in the amount of \$3,000 was reviewed. Kevin Penders made a motion to approve; Fran Spillane seconded; all agreed.

Demands for Direct Payment Approval

There was a lengthy discussion regarding the procedure for processing the Demand for Direct Payment letters which have been submitted by some of the sub-contractors. Evan Warner explained how the process works. After a lengthy discussion, Evan Warner and Julie Jancewicz felt that a payment could be made to Modern Glass and Ralphs Blacksmith/SJM Metals. The list of Demand for Direct Payment is appended to the minutes.

- Kevin Penders made a motion to make satisfaction for demand for payment in the amount of \$25,889.68 to Modern Glass with \$20,659.60 being paid and the remaining amount of \$5,230.08 being held in escrow; Tom Magee seconded; all agreed.
- Kevin Penders made a motion to make satisfaction for demand for payment in the amount of \$60,499.58 to Ralphs Blacksmith/SJM Metals with \$25,077.15 being paid and the remaining amount of \$35,422.43 being held in escrow; Sue Burlone seconded; all agreed.
- After a discussion regarding payment to Grasseschi Plumbing, Kevin Penders made a motion to make satisfaction for demand for payment in the amount of \$26,986.60 with a direct payment to Grasseschi Plumbing in the amount of \$1,847.75 and the remaining amount of \$25,138.85 to be held in escrow; Tom Magee seconded; all agreed.

#### Construction Changes for Approval

CCDs #50R, 57R, 65R, 66R, 68, 69, and 70 were discussed. Kevin Penders made a motion to approve; Tom Magee seconded; all agreed.

#### Other

- FF&E Signage – Julie is coordinating the replacement of some of the signs in the building.
- WIFI – is installed and physically connected; waiting for internal configuration which needs to be setup to carry traffic through the Internet with various security measures. This is being coordinated through the Foxborough Schools' IT Department.
- Shininess of Pipes on Roof - discussed were complaints by some members of the community regarding the shininess of the exposed pipes on the roof of the library and what options there were to make them less shiny.

8:06 pm Kevin Penders made a motion to adjourn; Tom Magee seconded; all agreed.

Respectfully submitted,  
Deborah J. Volpini