

Town Hall Renovation Committee
Meeting Minutes January 13, 2009 @ 5:15 PM Howes House
As approved 1/27/09

Present for the Committee were: Bea Phear, Kent Healy, Ginny Jones, Bruce MacNelly, Chuck Hodgkinson, Kathy Logue and Jim Osmundsen. Mike Josefek was absent.

Bea opened the meeting at 5:15 PM.

FOLLOW UP REPORTS: Bea briefed the Committee on the following items:

- Mike Josefek's December 2008 report indicates work is going very well—attached.
- The Parks & Recreation Department will start researching and planning the specific playground equipment and needs.
- Main entrance door. Scanlan will install a temporary, inexpensive door. This will be replaced with a custom door that will be donated by Ginny Jones and her family. Mike Josefek will clarify the details and scope of work for the custom door – hardware, specifications etc.
- First floor public restrooms: As requested by the Selectmen, K&K will provide the list of specification changes that will be needed to secure the building while these restrooms are left open for public use while Town Hall is closed for business. For example, certain doors will need locks with automatic timers.

NEW BASKETBALL COURT: The renovation budget has approximately \$65,000 reserved for the new playground. It has no budget for a new basketball court. The Committee does not think the 1.2-acre town hall property in the historic district is an ideal location for a new basketball court. If a new court is built the Committee recommends a more central location such as at the West Tisbury School. This property already has a large parking area, and is used for other outdoor recreation sports such as baseball, soccer and tennis. There is also a new shed on the property that is used by the Parks and Recreation Department and staff.

SECOND FLOOR CONFERENCE ROOM: Carlton Sprague has offered to custom build a table for this conference room out of the old elm tree that was removed. He indicated it will cost no more than \$3,000. The WB Mason cost for a conference room table is about \$1,500. The Committee will ask the executive secretary to get more specific information before agreeing to this offer such as: We will need a specific design for the table to make sure it will fit in the room and accommodate the number of chairs needed for the table. Bea will give Jen the space needs for the table and chair dimensions.

PHONE AND DATA WIRING SPECIFICATIONS AND BIDS: Kathy informed the Committee that the specifications must be prepared for the phone, computer and data cable wiring needs. The building design has accommodated the locations for flexible and convenient connections throughout all three floors. The technical needs for the wiring and its installation are needed and a request for bids must be prepared. Kathy added that the request for bids must be released at least two months before the installation work begins. The Committee thanked Kathy for mentioning this. She and Mike Josefek will prepare a plan on how to get this done with recommended timing.

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LANDSCAPE PLAN: Kathy updated the Committee on Carlos Montoya's landscape design approach and timing. The Committee agreed to hold a public forum to get input on Carlos' final design recommendations before approving a plan. It will also ask the Parks and Recreation Department to have their playground plans ready at the same time so they can also get public input on the playground concept before it is purchased. The goal is to announce the public forum date at the April Annual Town Meeting and have it take place soon thereafter.

The Committee made the following decisions to clarify direction for the landscape design. Kathy will communicate this information to Carlos:

- Kathy will provide the maximum square footage that should be reserved for the playground. This will be sited in the back Grange Hall corner of the lot.
- The site plan and locations for the transformer, auxiliary generator and propane tank will be given to Carlos.
- The Committee agrees with the proposed brick sidewalk but, not the picket fence along State Road. Both will be on state-owned land. The Committee felt the picket fence might hide the new building and re-landscaped property.
- The granite foundation blocks should be used to continue the granite curb along Music Street. It starts in front of the Old Library. Steps should be designed to provide convenient access to the town hall property that is higher than street level.
- Carlos will recommend a location for the flagpole.
- The parking lot layout will not change.
- The foundation granite blocks should not be used for seating on the east side of the entrance stairway.

INVOICES: The Committee unanimously approved the following invoices. Jim O. had to leave the meeting before the review and vote on these invoices:

- \$1,385.50: Briggs Engineering.
- \$5,024.95: Keenan & Kenney Architects (January 2009 invoice).
- \$6,125.00: Mike Josefek December 2008 invoice.
- \$716.00: Scotsman trailers and storage.
- \$301,506.25: JK Scanlan December 2008 invoice for services. The final amount for payment will be slightly less than this because of recent changes that produced savings. Both K&K and Mike J. have approved the invoice.

MINUTES: The 12/30/08 minutes were unanimously approved as amended.

NEXT MEETINGS: All meetings are scheduled for 5:15 PM at the Howes House. January 27, February 10, 24, March 10, 24 plus others as needed.

With no further business to discuss the meeting adjourned at 6:20 PM.

Respectfully submitted by Chuck Hodgkinson.

December Progress Report

December 31, 2008

West Tisbury Town Hall Renovation Committee
Ms. Bea Phear, Chairwoman

At the end of the month, the following work occurred.

The contractor completed all remaining addition foundation wall forming, rebar installation, and pouring of all concrete walls,

The basement vault walls ceiling floor and building basement floors were also poured and protected from the elements. The contractor used heat and blankets to protect from low temperatures.

Backfill operations were completed at the house and partially up the walls at the addition once the unsuitable previously installed soil was removed back to the top of footings. Briggs monitored the placement and compaction as well and all material came up to and over required minimum requirements.

Concrete break reports showed that the strength was over the minimum requirements for walls and floors.

Steel columns and beams were set in the first floor structure and new wood floor joist were incorporated into the existing system.

Exterior damp-proofing was redone and new protection board installed prior to backfill of walls.

On site discussions during the month with Jim Hudson :

1. Remova/replacement of wood joist that were not acceptable.
2. Acceptability, blending, placement, and compaction of on site soils
3. Tree protection especially at Holly tree base,
4. Temperature control for concrete and masonry.

Briggs was on site several times to test the concrete and soil placement with all tests better than minimum requirements.

Off site discussion held at the Architects office was pertaining to the exterior envelope means and methods. An attempt to receive extra compensation from the water-proofing sub-contractor was rejected.

The performance of the contractor has been excellent. All work in place meets or exceeds the specifications for quality control.

The weather has not been a detriment to the schedule for winter scheduled work and any delay has been due to coordination of the sub-contractors and material suppliers.

Michael Josefek
Project Manager