

Town Hall Renovation Committee
Meeting Minutes October 28, 2008 @ 5:15 PM Howes House

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

Bea opened the meeting at 5:15 PM.

WALL POST SYSTEM: Kent and Bea summarized the 10/22 construction meeting discussion on Scanlan's recommended change to the current wall and post support system as originally drawn by Coastal Engineering and K&K. The Committee reaffirmed its position that it will consider approving a design change on the conditions that it will not have any additional costs associated with the change and the change will not have a ripple or adverse impact on other design elements of the plan such as the insulation system, lighting, location of permanent fixtures or outlets etc. There is the potential of losing a cumulative total of up to 66 sq. ft. of space on all three floors because the design change would reduce the floor space by one to two inches on all four sides of the building. The Committee did not authorize any design or engineering expenses associated with this change but agreed it will review a proposal if and when one is produced.

BID ADJUSTMENT AND CHANGE ORDER: Bea presented a total additional change order of \$61,304.85. The budgeted metal fabrication allowance was \$110,000 and the budgeted waterproofing allowance was \$90,000. The change order of \$61,304.85, adjusts for the actual bid amounts and the concomitant addition to general conditions. The committee agreed the additional \$61,304.85 for both segments is reasonable and the budget should be adjusted accordingly. The committee voted in favor.

AUXILIARY GENERATOR: Chuck presented the notes and recommendations for installing an auxiliary generator from the October 24 meeting among David Steere, Mike Josefek and Jim Hudson--attached. After discussion the Committee unanimously agreed to the following next steps. Ask if a 1,000 gallon buried propane tank would suffice – versus the recommended 2,000 gallon tank. The Committee agreed it is advantageous to purchase and bury the tank versus leasing the tank, placing it above-ground and installing a chain-link fence around it. Kathy Logue mentioned tank ownership gives the Town a much lower propane cost and more flexibility in changing propane suppliers to obtain the lowest gas price.

The Committee unanimously approved the concept for further exploration as outlined. The estimated amps used by the generator-powered items will not need to be confirmed with the electrical engineer. Chuck H. will coordinate this project with Mike J. Mike will work with K&K and Scanlan on creating a firm proposal on the recommended changes to the construction plan for the Committee's consideration. The conduit sleeves in the foundation were approved as outlined in the proposal as this concrete work is scheduled for the first week of December. Chuck H. will coordinate the generator concrete pad planning with Mike J. and David S. as a separate item. The generator will be bid at a later date and installed after the renovation is finished.

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FURNITURE - WB MASON: Bea informed the Committee she has a planning meeting scheduled with WB Mason for November 13. Ginny and Kathy will try to attend. The goal is to have a furniture plan with two or three color choices for Committee and staff input before ordering.

FLOORING "KENT HEALY SLEPT HERE": Bea informed the Committee that Scanlan recommends changing the wood flooring to recycled, tongue & groove, yellow pine. Bea had a sample of the flooring and said it will cost the same as the currently planned flooring. Ginny and Kent recommended the change as yellow pine is a very hard and durable wood. Kent added that the specific flooring that would be used came from the Coast Guard station in Boston where he was based while serving. The Committee unanimously approved the change.

DOORS AND CAPE LIGHT COMPACT: Bea outlined some confusion on the change order that is planned to improve the energy efficiency rating of the building and subsequently increase the grant amount from Cape Light Compact. A change order for upgrading the HVAC units and the light bulbs will be prepared as recommended. The current specifications for the doors will not change as this will have no impact on the grant amount from Cape Light Compact. Jim O. will clarify the agreed plan with Cape Light Compact. Ginny confirmed that her family is still planning to donate a custom-made main entrance door for the building. The Committee is extremely grateful for this generous offer.

INVOICES: The Committee unanimously approved a \$149.00 invoice for one month's storage of sensitive documents that are kept in a controlled environment. These are in a storage facility at the airport.

MINUTES: The 10/14/08 minutes were unanimously approved as presented. The 10/21/08 minutes were unanimously approved as amended.

NEXT MEETINGS: November 5 and November 12; 5:15 PM; Howes House.

With no further business to discuss the meeting adjourned at 6:00 PM.

Respectfully submitted by Chuck Hodgkinson.

Approved November 5, 2008

Revised and re-approved November 20, 2008

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WEST TISBURY TOWN HALL RENOVATION
AUXILIARY GENERATOR MEETING OCTOBER 24, 2008

Present: Mike Josefek, David Steere (Vineyard Generators), Jim Hudson (Scanlan), Chuck H.

What will the auxiliary generator power?

- Each of the three separate HVAC units – one on each floor.
- Computer network.
- A/C unit in the I.T. room on the second floor.
- Well.
- Some lights on each floor and in the addition stairway.
- Fire alarm.
- Essentially, the entire building excluding the elevator. Note: If the power goes out while the elevator is in use, a safety feature will slowly bring the elevator to the main floor, the door will open and remain open.

What size generator will we need and what changes need to be made to our specifications?

- One 48 Kilowatt (KW) generator will suffice.
- 77” long; 45” wide; 34” high.
- 1800 RPM while running (very quiet). It will automatically test run once per week @ 900 RMP.
- The currently planned above-ground, 500 gallon propane tank should be upgraded to a 2,000 gallon tank that is buried. The current proposed location is fine. The 500 gallon tank will require frequent refills in the winter—perhaps weekly. The generator uses 7.2 gallons/hour when running at full speed. It will use 1,210 gallons if running 24 hours/day for seven days. David said an above-ground tank would need to be fenced in – especially with the playground on the property. He recommended owning the tank and burying it. This will look nicer and lower our propane cost as we will not lease the tank.
- Our electrical engineer will need to design the installation of a third, dedicated, standard 200 amp, 40 circuit breaker panel with a transfer switch in the electrical room for the items that will be powered by the auxiliary generator. This isolated panel will allow us to by-pass the other two 400 amp and 600 amp panels and significantly reduce the load for the auxiliary generator.
- Three additional sleeves for wiring will need to be placed in the foundation wall to the electrical room. A minimum of one 4” and two 1” sleeves will be required.
- The auxiliary generator will be located on the Music Street side of the building behind the planned transformer and pad (the generator will be

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behind the transformer, farther away from State Street and toward the Old Library). David Steere will provide the concrete form for the 46" X 96" generator concrete pad and wood mounting braces. It will be poured by the concrete sub contractor when they pour the transformer pad. The schedule has this taking place in the first week of December.

- The electrical sub contractor will run the wires from the electric room and 200 amp panel to the auxiliary generator pad.
- The gas plumber will run the gas line for the auxiliary generator from the tank to the generator pad.
- The auxiliary generator will need all copper wiring. 18 gauge braided copper wire in the 1" sleeves and 18 gauge copper wires in the 4" sleeve (I think this is what David said).
- The generator will be installed after the building is finished.

Next steps and who does what?

- K&K's Electrical Engineer provide the estimated amps used by generator-powered items listed above.
- Review this plan with the Renovation Committee on 10/28.
- David Steere will provide an itemized cost estimate.
- Mike J. will prepare an electrical engineer design brief for the Committee and K&K for siting the generator, installing the 200 amp panel, transfer switch and generator wiring.
- Mike J. will prepare a change order for K&K that includes the upgraded 2000 gallon buried propane tank, foundation sleeves, generator pad, electrical panel, wiring and gas plumbing.