

Town Hall Renovation Committee  
Meeting Minutes November 5, 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.

MIKE JOSEFEK OCTOBER PROGRESS REPORT: The Committee discussed Mike's progress report -- attached -- and complimented its thoroughness and how well things are going thus far.

NOVEMBER 5 CONSTRUCTION MEETING: Bea summarized the key discussions from the construction meeting earlier in the day among Scanlan, Mike Josefek and the architect K&K as follows:

- Field measurements indicate the original building is six inches smaller than indicated in the architectural drawings. Scanlan reassured the group that it will not be a problem to adjust the work accordingly.
- K&K recommends a Change Order that upgrades the roof specifications to meet the new code of a 150 MPH wind load. The upgrade includes heavier roof shingles and more nails. The Building Inspector confirmed this upgrade is not required because the building permit was filed before the new code deadline. The Committee will make the final decision when the cost for this upgrade is determined.
- The Committee agreed to purchase a 1,000 gallon propane tank and have it buried for the reasons outlined in the auxiliary generator brief (10/28/08 minutes). A Change Order will be prepared and Scanlan will also use this propane tank during construction.
- K&K suggested an alternative anchoring system for the planned solar panels. Jim O. will review the suggestions with the solar contractor and report back to the committee.
- November 21 is the targeted date for re settling the building onto its new basement foundation.
- We will stay with the current wall-post design system and not change to the system suggested by Scanlan.

INVOICES: The Committee unanimously approved the following invoices:

- \$248,603.98: Scanlan invoice # 2 for the period ending 10/31/08. Both Mike J. and K&K recommended approval.
- \$7,275.00: Mike J. October invoice for services.
- \$7,131.35: Colligan electric services for the temporary town hall wiring.
- \$156.00: Scotsman temporary office trailer expense.

MINUTES: The 10/28/08 minutes were unanimously approved as presented.

Bea will be away from November 13-25. Kent, Jim and Chuck will attend the 11/19 construction meeting @ 9:30 am.

Town Hall Renovation Committee  
Meeting Minutes November 5, 2008 @ 5:15 PM Howes House  
NEXT MEETING: 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 11/20/08*

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

*Michael W. Josefek, AIA*  
*Architectural Consulting*  
1025 Pequot Street, New Bedford, MA. 02745  
508-965-3693

## October Progress Report

October 31, 2008

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

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

The contractor set up his temporary office trailer, and the perimeter fencing was completed during the first week of the month. Power and phone lines to the site office were hooked up during the last week of the month.

The groundbreaking ceremony was held on site.

The contractor's engineer for the lifting operation was John Lolley. He examined the structure, found some previously remove structural members and advised additional temporary bracing requirements that were performed by the workers, previous to the lifting of the building.

Demolition work at the interior of the building was completed. There was a small area under the two bathroom floors, which had an unforeseen layer of concrete that had to be removed. The concrete vault was broken up using heavy equipment and all debris has been hauled away. The remaining wood, plaster and other construction demolition material was removed from site as well.

Removal of soil under the existing building to allow for cribbing was performed. Excess soil was removed from the site by an on-island trucking firm. Steel beams and wood cribs were set up and the building was jacked up to around 4' higher than its original elevation. The base soil preparation and compacting for the footings was completed after jacking was completed.

Briggs testing lab geo-technician was brought on site a few times to verify and perform base soil examinations.

The foundation crew completed most of the footing forms and rebar to the existing footprint area, and some of the new area at the elevator pit area. Coastal Engineers and Briggs met onsite at the end of the month to look at the work in place and then discussed the upcoming concrete placement scheduled for first week of November.

Discussions during the month centered on the use of the planned structural steel design, or possibly changing to a new design that the contractor wanted the Town to consider. After much discussion and review, it was decided that the original design would be used.

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

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

Michael Josefek  
Project Manager