

20091215 WT TOWN HALL BUILDING COMMITTEE MINUTES

1715 Meeting Room Town Hall

PRESENT: Bea Phear, Kent Healy, Chuck Hodgkinson, Jim Osmundsen, Virginia Jones; Kathy Logue, staff liaison. Also present: JP Uranker, Richard Knabel. Absent: Bruce McNelly

SIGNAGE: The overall cost of the signs is so high that we must solicit three bids. JP Uranker has revised his bid (according to design preferences expressed at the last meeting), Tom Hodgson has not returned phone calls. Jim will solicit a third quote.

The Interior Directory and small office signs will cost \$3880, and will be made of synthetic material with vinyl lettering. The directory will have a format which allows maximum flexibility for changing floor locations.

Exterior: Buses Only sign will be in 3" letters and cost \$450. One each four sided EXIT and ENTRANCE signs will be \$590.

Large exterior sign: West Tisbury Town Hall; virtually all members preferred the longer, single line format, which will cost \$6480.

The overall cost of all signs, installed (with SS screws) will \$11,400 if JP Uranker is awarded the job.

The committee Voted to confirm the design but "awarding the job" awaits Jim soliciting a quote from a third entity. Melissa Patterson and Elizabeth Whelan were again suggested.

WEST STAIRS: Because of the potential for more wear on these "public" stairs, the committee Voted to approve a quote by Mark Clark to apply two more coats in advance of the application of abrasive tread tape.

LANDSCAPE MAINTENANCE: Because of some confusion the maintenance quote from Tea Lane Nursery is higher than expected and would have taken place bi-weekly. We agreed to spend \$450 to weed and prune spring, again in mid summer and then have a fall clean up.

SOFTWARE: The committee again debated the cost of installing a software package with capability of generating a lot of assessor and property based data, labels, abutters notices, etc. While the committee supported purchase, we felt that it is not an appropriate use of Town Hall money and should be paid for from a different part of the town budget; we voted not to approve 4 to 1.

INVOICES: Voted to pay:

John Keene	\$ 488.63
Ropes and Gray, LLP	592.50
MacDonald's Rugs	1,743.00
Beatrice Phear (blinds)	2,794.00 (pending installation by Julie Robinson on the 16 th ; Bea paid for them as the Town cannot pay for stuff in advance).
JK Scanlan	43,821.75

We are holding \$11,383.00 back on the Scanlan invoice -- \$6383 for modifications to the elevator and \$5,000 until receipt of the "as built" site plan for utilities, water, generator, etc. Bea read off the list of received building manuals, all of which are stored in the vault. The "as built" site plan is not included in that list and is still pending.

MINUTES: of November 17, 2009 were approved with minor revisions.

Next meeting will be at 5:15 pm on December 29, 2009

Richard Knabel extended a thank you from the Board of Selectmen for the Building Committee's efforts. The committee urged Mr. Knabel to urge his fellow board members to start considering a facilities maintenance person to maintain town buildings including Town Hall.

Meeting adjourned at 1815.

Respectfully submitted

Virginia C. Jones

Approved December 29, 2009