

## **Hopkinton Town Library**

### **Meeting with Tim Crowley (Primex Claims adjuster) August 15, 2018**

Attendees: Emilie Burack (Secretary, Board of Trustees), Donna Dunlop (Library Director), Neal Cass, (Town Manager), Tim Crowley (Claims Adjustor for Primex)

The meeting opened at 9:00 am in the Slusser Center.

Donna started by asking Tim about her role in itemizing the contents of the building. Tim explained that only things deemed “not restorable” will need to be itemized. We will know more about what this entails when Servpro finishes their work.

Tim, Neal and Donna discussed a system for submitting invoices. It was decided that Donna will send invoices to Neil, Neil will enter them into two new accounts created for fire related expenses (one for building, one for contents) and then communicate the expenses to Tim. Primex will cut checks accordingly and send them directly to the town.

The group discussed how “betterments/improvements” are handled. Tim explained that Primex will pay to replace. Betterments will only be covered if dictated by code.

The group discussed the four companies currently being considered for the reconstruction work. Tim will do walk-throughs with all bidders so they fully understand the scope of the project. He will also develop his own cost estimation.

Donna discussed the idea of the library hiring a “clerk of the works” to oversee the project. Tim agreed that this could be an allowable expense.

Donna asked if our HVAC suppliers and other vendors might be used in the reconstruction. Tim explained that this would need to be discussed with the contractor we select.

We asked if whether the weathervane needs to be taken down or grounded. Tim explained there are no building codes that say weathervanes needs to be grounded. He said Primex will not be doing a “cause of origin” inspection, and it is unlikely we will ever know whether it was the weathervane or roof that was hit. He suspects it was the roof because of where the fire burned. He explained that lightning rods and other such “lightning damage prevention” systems often fail.

Tim said they will be bringing an engineer in soon to inspect the insulation and ceiling tiles for smoke damage. This is a “big” ticket item and will be carefully evaluated.

Donna will be discussing matters regarding the copier lease later in the day.

Respectfully submitted,

Emilie Christie Burack  
Secretary