

DRAFT

Taft Library Building Committee Meeting
New Taft Public Library
Mendon, MA 01756
Tuesday, July 12, 2016
6:00 p.m.

I. Call to Order

The meeting was called to order by Moritz Schmid at 6:01 p.m.

Committee Members Present:

Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid

Others Present:

Andrew Jenrich, Library Director, Taft Public Library
Mary Bulso, OPM, Lamoureux-Pagano Associates

II. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – June 27, 2016

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from June 27, 2016.

DISCUSSION: Moritz thanked Don for doing a great job with the minutes throughout the course of the project.

VOTED: Unanimous.

IV. Construction Update

Mary and Moritz explained that the work being done by GTC is nearing the end, and that they intend to hold back \$52K for the monetized punch list items plus 5% of the value of the total contract on retainer to ensure that all the remaining items are completed. The final payment will be released to GTC once all work is satisfactorily performed. No additional change orders are expected.

GTC has committed to complete the majority of the punch list items by July 15. Moritz believes that the cosmetic items will in fact be done by this date, but the roof repair, replacement doors and windows, and a few other items will require more time.

ACTION: Moritz will confirm that GTC completes all cosmetic items by July 15, 2016.

Moritz mentioned that there are no plans to stripe the parking lot, so he'll approach the town to see if they can do this.

ACTION: Moritz will ask Selectman Mark Reil for his board to consider putting striping in the parking lot.

Hydro seeding was completed yesterday, and the Parks Department is responsible for watering and maintaining the landscaping.

V. Financial Update:

Budget Review:

Don explained that the project has over \$29K in uncommitted funds left, which is more than he reported at the last meeting. This is because two items that were previously approved for payment are no longer needed (seeding by the septic company and additional abatement oversight work).

Invoice Approvals:

Moritz informed the Committee that an invoice was received from Abacus Architects for their final payment of the construction phase of the project in the amount of \$2260.80.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$2260.80 to Abacus Architects for their final payment of the construction phase of the project.

DISCUSSION: None

VOTED: Unanimous.

Moritz informed the Committee that an invoice was received from Abacus Architects for sieve and concrete testing performed by UTS of Massachusetts in the amount of \$1243, which includes the 10% coordination fee for Abacus.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$1243 to Abacus Architects for sieve and concrete testing performed by UTS of Massachusetts.

DISCUSSION: None

VOTED: Unanimous.

Andrew handed Don an invoice from Worldband for \$938.98 for hardware to enable VOIP connectivity, remote access and VPN access back to the Town Hall. Since Worldband had yet to install the hardware, Don agreed to hold onto the invoice and to have it approved after the work is performed.

Since this is probably going to be the last meeting for the Building Committee, Moritz suggested that the Committee provide him with the authority to approve any remaining invoices for work that the Committee has already approved and budgeted for.

MOTION: A motion was made by Kevin Rudden, seconded by Amy Fahey to authorize Moritz Schmid to approve invoices for work that the Committee has already approved and budgeted for.

DISCUSSION: None

VOTED: Unanimous.

Chair/OPM Spending Authorizations:

None

At this time (6:20pm) Amy Fahey had to leave the meeting to attend the Board of Selectmen's meeting to appoint additional members to the Library Trustees.

VI. Review Open Items on Decision Action Log and Donation List

1. Green Communities Grant Update – Don

- The Green Communities Grant funds have been moved over to the library renovation project. Don has provided the invoices received for the HVAC work so far to Bill, but he needs the remaining invoice to satisfy the DOER requirements.

2. PC/Technology Update – Don/Andrew

- Don mentioned that 16 PC's were donated by the Regional School District to the town for use at the library. The PC's need Windows and Microsoft Office upgrades which cost \$15 and \$29 respectively per PC from Tech Soup. Don is working with Leesa Michael of the Friends to purchase the software. Virus Protection can also be obtained for about \$5 per PC. Moritz suggested that the Building Committee approve up to \$1000 to go towards software upgrades to the 16 PC's.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to authorize Moritz Schmid to approve invoices for up to \$1000 to go towards software upgrades to the 16 PC's donated by the Regional School District.

DISCUSSION: Don thanked Sharron Luttrell and Andrew Jenrich for picking up the PC's from the Clough School the prior week. He will also contact the Leesa Michaels from the Friends of the Taft Library to help with ordering the software from Tech Soup and with performing the upgrades on the machines.

VOTED: Unanimous.

Andrew mentioned that we still had an issue with the location of one of the wired connections being on the wrong side of the circulation counter in the lower level of the library. It was suggested that he either run the wire across the floor and get a pedestrian cord protector to put over the wire or inquire about accessing the C/W MARS PC wirelessly.

ACTION: Andrew will contact C/W MARS to ask about accessing the C/W MARS PC wirelessly. If this is not an option, he'll obtain a pedestrian cord protector and will move the PC to the other counter at the lower level circulation desk.

3. Discussion with Friends and Trustee Reps – Moritz

- Moritz explained that he met with representatives of the Friends and the Trustees to align on who is responsible for what as the construction phase of the project nears completion. He stated that the Friends are handling the cost of the shelving end caps and tops but that he felt the building committee should pay for the cost of the counters.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment the cost of counters for the new library. Moritz will approve the invoice once it is received.

DISCUSSION: None

VOTED: Unanimous.

- Moritz mentioned that he is looking for a final cleaning quote for a formal professional cleaning to be performed prior to the grand opening. The cost of the cleaning will be handled by the Trustees.
- The Friends will handle door signage, and Moritz will suggest to the Friends that the new benches purchased with donated funds be anchored down so that they are not stolen.
- An Eagle Scout project for patio off the front porch was proposed, but David Eisen recommended against this. The Trustees and Friends will work with the Eagle Scout to modify the project.
- Don asked who is normally responsible for the recognition plaque for the building committee, general contractor, architect and OPM. Moritz stated that he would ask the Friends to consider this. Kevin said the he felt that the building committee should fund this.

MOTION: A motion was made by Kevin Rudden, seconded by Don Morin (to allow for discussion on the matter), to approve the cost of a plaque listing all members of the Building Committee, including those who left early on in the project.

DISCUSSION: Nearly all members of the Committee did not feel this was appropriate and thought that this should be handled by someone other than this committee. As a result, Kevin rescinded his motion. Moritz will talk with the Friends about this as he originally suggested.

VII. Items not reasonably anticipated 48 hours prior to meeting

Kevin offered to draft a summary of the work performed in 2016 for the Annual Town Report. He will do so after Don completes the last set of minutes and will share it with the rest of the Committee for feedback.

Dan asked what would happen with funds remaining unspent on the project. Moritz said he would contact the Board of Selectmen when all invoices on the project are spent to let them know how much money is left unspent on the project. The Board of Selectmen can then decide what to do with the funds.

MOTION: A motion was made by Chuck Noel, seconded by Dan Labastie to allow Moritz to take responsibility to alert the Board of Selectmen when the project funding is no longer needed.

DISCUSSION: None

VOTED: Unanimous

VIII. Next Meeting Date, Time and Agenda

There are no plans for the committee to hold additional meetings. If the need arises, Moritz will alert the committee members and ask Don to post a meeting.

Moritz thanked the committee members for all the time and effort put into the project. The committee also recognized Moritz for taking over as chair for the project and being the “engine to bring the project to completion”.

IX. Join Library Trustees to Discuss Project Transition

At 7pm the Library Trustees joined the Building Committee to discuss the transition from the construction phase to the operation phase. Joining the Building Committee were the following Trustees: Amy Fahey, Ellen Agro, Sharron Luttrell, Leigh Martin, Kelley Aubut, and Lauren Heather.

Moritz provided an outlook of where the Building Committee leaves off and where the Trustees pick things up. He iterated that the charge of the Building Committee was to renovate the building, including the remaining punch list items. One item not on the list is the striping of the parking lot. He mentioned that plans for the striping exist, but not the funding. Mary mentioned that the parking lot really needs a second coat of asphalt so it probably makes sense to just stripe some handicapped parking spots and do the rest if/when funding is available to complete the paving of the lot. Moritz stated that he would contact the town to ask if they could stripe the needed parking spots.

Moritz explained that the Building Committee will be paying for the counters, while the Friends are paying for the shelving end caps and tops. The Building Committee is paying for PC upgrades for the machines donated by the Regional School District. Moritz is looking for a quote from a professional cleaning company for a final cleaning. The grounds have been hydro seeded, and the Parks Department will maintain the lot. Owner’s Manuals have been provided and training has been done for Andrew and a few town employees on the equipment in the building. All equipment has a one year warranty, but on-going maintenance will be the responsibility of the Trustees as part of the library operating budget. Mary suggested that Andrew contact Kim Newman to inquire about any contracts the town may have for its equipment at other town buildings.

The Friends will handle the donor tree and all other non-compliance required signage, which the Building Committee has handled. Moritz suggested that the benches be anchored to the ground to prevent theft. Mary suggested that Andrew and/or Amy contact ADC Septic to inquire about how often the system should be pumped. The Trustees will own managing any Eagle Scout projects. With regards to one scout project for a patio, Amy suggested a brick walk along the main entrance. Mendon Greenhouse has recommended some shrubbery as well. Ellen Agro volunteered to help work with the Eagle Scout to coordinate his project.

Andrew mentioned that a few of the door locks aren’t working well with non-original keys. He will talk with the GC Wednesday to get them fixed. Three original keys

were provided, and copies have been made that aren't working well. Moritz suggested using a place that specializes in industrial key making be used to make copies.

Amy stated that the Trustees are considering a Grand Opening on September 13 or September 20 in the late afternoon. Nobody stated that they thought they had a conflict with either of these dates at this time.

X. Adjournment

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:15 p.m.

Minutes by Don Morin