

Approved June 27, 2016

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Wednesday, June 15, 2016  
6:00 p.m.

I. Tour of Construction Site – 6:00pm

The Committee was invited to a tour of the construction site at 6:00pm. Mary gave a tour to Amy, Andrew, Chuck, Dan, Don, and Kevin.

II. Call to Order

The meeting was called to order by Don Morin at 7:02 p.m.

Committee Members Present:

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

Others Present:

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

III. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

IV. Approval of Meeting Minutes – May 31, 2016

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the meeting minutes from May 31, 2016.

DISCUSSION: None.

VOTED: Unanimous. Amy Fahey abstained as he was not present at the May 31<sup>st</sup> meeting.

V. Construction Update

Mary informed the group that there are no additional change orders for review yet. She is still working with the general contractor on the last few items needed to close out the project. The trench across the parking lot for the electrical work to support the outdoor lights was more work than originally planned due to the large boulders that were encountered. They had to make the trench wider to remove the big rocks.

Fred Lapham has been helping out with directing the sub-contractors on site and has put in many hours of his own time to support the project.

There is a conflict on who owns the final cleaning of the site, the general contractor or the town. The GC agrees that they own cleaning up their own materials. However, the town may be responsible for the final cleaning. Moritz is looking into getting a bid for a company to do the final cleaning.

**ACTION:** Moritz to look into getting a bid for an external company to perform the final cleaning. Joe Cronin is looking for the name of the cleaner that was used for the fire station project.

Shelving installation is expected to be completed by Friday June 17. Sanding of the interior surfaces should be completed by Thursday June 16, with painting to be finished by Saturday the 18<sup>th</sup>.

Mary explained that we need approval from the Building Inspector to begin to move books into the new building. Mary stated that on prior projects a Building Inspector has allowed for the placement of library materials prior to the Certificate of Occupancy being issued. We'll have to see what the Mendon Building Inspector will allow us to do.

Tom Mulvey will assist Andrew with identifying which materials will go onto which shelves in the new library, and Andrew will ask Sterling Movers if they wipe down the shelves prior to placing the materials on them. Mary suggested wrapping the collection in plastic after it gets placed on the shelves.

We still need to get the first alarm inspection completed by the Mendon Fire Department. We are awaiting their availability to complete this task. The elevator inspection is scheduled for Thursday June 16<sup>th</sup>, and the well water has been testing but we are still awaiting the results. They are expected to be received this week.

The electrical finish work is not yet complete, and two HVAC units are not working properly. They should be fixed on Thursday the 16<sup>th</sup>.

Joe Cronin and Moritz Schmid are at the site every day with Mary helping drive the project to completion. Due to the delays the opening of the new library is being pushed out one week to June 30<sup>th</sup>. Mary suggested that we keep the pressure on GTC to try to finish by the June 23<sup>rd</sup> date. She also explained that we can keep 5% in retainage at the end of the project per MGL to finish up punch list items. However, someone will need to be identified to finish the remaining items if the GC is no longer on site.

## VI. Financial Update:

### Fund Raising:

Andrew stated that the Friends had raised about \$90K to go toward the building project and that they have used some of the funds to order furniture. The new furniture is due to arrive around June 27-28. They are also working with Karen Mullen of Signs Plus on the Donor Wall.

### Budget Review:

Don explained that the project has a little over \$27K in uncommitted funds left, as the full \$50k from the state has been received. Don also shared a summary of the contingency spending, which included \$2K for UEC for oversight of asbestos abatement work. Mary stated that these funds are not needed. Don will restore this to the available contingency line item.

Invoice Approvals:

Don informed the Committee that an invoice was received from Abacus for Architectural services for the month of May in the amount of \$4144.80.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$4144.80 to Abacus for Architectural services for the month of May.

DISCUSSION: None.

VOTED: Unanimous.

Andrew and Don updated the committee that Worldband has been in the building to perform work to assist with the C/W MARS server install. The Committee was surprised at the large cost for the labor on the estimate as Lawney Tinio stated at the last meeting that he would use the hours available from his existing town contract for the labor hours and would only charge any incremental labor that was needed. The Committee will await the invoice to see how many labor hours are being requested for payment.

Don informed the Committee that LPA has not been paid for any services since December of 2015 and Mary has been spending lots of time at the work site managing the project to completion. At Mary's request the Committee has been waiting to pay LPA because it wasn't clear that the funds would be available. Don informed the Committee that an estimate was received from LPA for services for the months of January through May in the amount of \$12,480, and that an invoice for services from January through May was received in the amount of \$8460.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$8460 to LPA for OPM services for the months of January through May.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations:

None.

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

1. Green Communities Grant Update – Don
  - Don has been in contact with Bill McHenry about getting the money from the Green Communities Grant moved over to the library renovation project. Don provided the invoices for the HVAC work to Bill, and he is in the process of getting the funds allocated to the library renovation project.

2. Shelving / Move Update – Andrew
  - Andrew stated that he and Tara are working with Tom Mulvey to identify locations for any additional shelving that may be needed. The installation of all the shelving is expected to be completed by Friday June 17<sup>th</sup>.
  - Andrew raised a concern about the shelving being dusty due to the sanding taking place in the next couple of days. He will work with Kevin and Amy to see if they can get some volunteers to stop by on Sunday afternoon or Monday morning to wipe the shelves down. Mary offered to coordinate getting a key to the building on Sunday if it was needed.
3. Follow up on availability of PC's – Don
  - Andrew is working with C/W MARS to get the server moved to the new location. Don will assist Andrew with contacting Lawney Tinio to ensure that any additional work needed to get the C/W MARS server moved will take place.
  - Don will also assist with obtaining the PC's from the Regional School District and configuring them for the new building.
4. Update on landscaping proposal – Moritz
  - Moritz was not at the meeting so this item was passed over.
5. Addition to Donor List for the Friends' Donor Tree – All
  - Don asked for names of volunteers that should be added to the Donor Tree for their contributions to the project. The following were suggested:
    - Carpeting materials and labor donor(s) – need name(s) from Paul Fitzgerald
    - Fred Lapham – many hours of volunteer service to the project
    - Darling Well – volunteered time to repair the well

#### VIII. Items not reasonably anticipated 48 hours prior to meeting

Andrew asked about using the rectory for storage. Don agreed to notify Diane Willoughby to let her know that we may need to temporarily put materials in the rectory for storage as the project is nearing completion.

Andrew asked about the fire alarm monitoring and it was suggested that he contact Custom Alarm company to ask them what's needed to move the monitoring service to the new building (from the old one).

Andrew asked when keys to the new building will become available. Mary stated that the GC turns the keys over to the town when the certificate of occupancy is obtained.

Kevin stated that he would look into the cost of adding striping to the parking lot. He will paint the handicapped parking spots and will get a quote for painting the rest of the lot.

#### IX. Next Meeting Date, Time and Agenda

The next meeting will be scheduled for Monday, June 27<sup>th</sup> at 6:30pm at the new library building. The meeting will be used to get a status update on construction

progress, a financial update, and a review of the Decision Action Log. The Committee is also invited to meet at the new library building at 6:30pm for a site tour prior to the meeting. Don will check with the Committee as we approach this date to ensure a quorum will be available, and will post the meeting accordingly.

X. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:23 p.m.

Minutes by Don Morin