

Approved July 12, 2016

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Monday, June 27, 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 and Moritz gave a tour to Andrew, Chuck, Dan, Don, and Kevin.

II. Call to Order

The meeting was called to order by Moritz Schmid at 6:51 p.m.

Committee Members Present:

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

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 – June 15, 2016

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from June 15, 2016.

DISCUSSION: None.

VOTED: Unanimous. Moritz Schmid abstained as he was not present at the June 15th meeting.

V. Construction Update

Mary informed the group that the Certificate of Occupancy was obtained earlier in the day via verbal approval from the town's Building Inspector. A few forms and affidavits are all that are needed to finalize the C of A. Mary also stated that there is a long list of punch list items that has been created by Abacus, our architect. The list will be presented by the architect to the general contractor GTC on Wednesday the 29th. Mary and Moritz will also be in attendance. The architect will come up with an estimated cost for the remaining work, and the parties will need to agree on a date of completion and the cost of the remaining work. If the Town decides to cut the general contractor loose the decision will come from Town Counsel.

We have not received any request for payment from the general contractor since the April invoice, nor have we received the final change order that has been pending for a couple of months. Mary will ask our architect to push for this. Some subcontractors have asked the town for payment since they haven't been paid by GTC, and four of them have gone after the bond to get their payment.

Mary explained that we need to give the GC time to finish the punch list of items before we can move into the building. Mary stated that staff can start to get the building ready for use and it is okay to allow patrons to get a "sneak peak" on June 30th per the original plan but no materials can be taken out yet. The library will be open for the sneak peak from 4:00pm to 7:00pm on Thursday and noon to 5pm on Friday.

Counters are being provided by Tom Mulvey, but their cost and a timeline for the install are still outstanding. Mary suggested that Andrew ask for two proposals, one with prevailing wage and one without, as we aren't sure who will pay for this work yet. We will need to honor prevailing wage due to the use of public funds, but the non-profit Friends group do not.

VI. Financial Update:

Fund Raising:

Andrew stated that the Friends have raised about \$92K 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 this week. They are also working with Karen Mullen of Signs Plus on the Donor Wall and other signage.

Budget Review:

Don explained that the project has a little over \$22K in uncommitted funds left. Moritz is still looking for bids for a final cleaning of the site, and hopes to have some estimates for review at our next meeting.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from C/W MARS for the installation of the switches to support the server move. This work was approved at the last meeting, so Moritz will just sign the invoice and submit it to the Town Treasurer for payment.

Moritz informed the Committee that an invoice was received from Worldband Telecom to cover the cost of materials and supplies to support the data lines in the new building.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie to approve payment of \$2714.97 to Worldband Telecom to cover the cost of materials and supplies to support the data lines in the new building.

DISCUSSION: Kevin Rudden stated that he would support the payment but that he was doing so in protest due to the understanding that we would not be charged for the labor that was involved per an earlier discussion with Lawney Tinio.

VOTED: Unanimous, with Kevin Rudden approving under protest.

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 still working on getting the funds allocated to the library renovation project.
2. PC/Technology Update – Don/Andrew
 - Andrew stated that the phones and wireless networks are functioning, but that the C/W MARS server is not. Don said he would look at this after the meeting to try to figure out what is wrong.
 - NOTE: After the meeting Don was able to get one of the C/W MARS servers working, but the other one needed to be reconfigured. Andrew will try to get this accomplished.
 - Don mentioned that the PC's from the Regional School District will become available soon. He suggested that representatives from the Friends, Trustees and Building Committee meet to agree on who owns what with the remaining work. Moritz will set up a meeting.
3. Update on Landscaping – Moritz
 - Kevin Rudden stated that a local scout from Troop 44 will be getting his project signed off next week. The project involves selling engraved paving bricks for up to \$100 per brick to raise funds to support installing a three foot by five foot patio at the bottom of the front porch stairs along with a walkway to the parking lot. Pavers will be donated by Unilock. Labor will be donated and the scout will work through the Library Trustees to get the work completed.
4. Addition to Donor List for the Friends' Donor Tree – All
 - Moritz agreed to contact Paul Fitzgerald to get the names of the donors of the carpeting materials and labor
 - Mary asked if others like the Worcester County Sherriff's office (demo work) and Ann Mazar (grant application) should also be included for their support. Don and Moritz will pass this information on to the Friends.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Andrew asked when keys to the new building will become available. Moritz stated that a key is now available through Police Dispatch. Mary also mentioned that training will take place to show Andrew and other town employees how to properly close the building and operation the existing systems on site. Moritz will contact the Town Administrator to ask who from the town should be trained on the new systems.

ACTION: Moritz will contact Kim Newman to ask who from the town should be trained on the operation of the systems in the new library.

Don asked about Fire Alarm testing and Mary stated that the testing was completed the prior week. Andrew mentioned that Custom Alarms was all set with transferring monitoring to the new building.

Don asked about the well water testing and Mary stated that the test results came out fine. Don asked Kevin about the striping of the parking lot that he stated he would take care of at the last meeting. Kevin stated that he doesn't have the budget to support this.

IX. Next Meeting Date, Time and Agenda

The next meeting will be scheduled for Tuesday, July 12th at 6:00pm at the new library building. The meeting will be used to get an update on the punch list items, project completion timeline, a financial update and to review open items on the Decision Action Log. The Committee will join the Library Trustees at 7:00pm to discuss a handoff of responsibilities. 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 Dan Labastie, seconded by Kevin Rudden to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:55 p.m.

Minutes by Don Morin