

Approved May 31, 2016

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, May 11, 2016
7:00 p.m.

Committee Members Present:

Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid

Others Present:

Andrew Jenrich, Library Director, Taft Public Library
Mary Bulso, OPM, Lamoureux-Pagano Associates, via phone, 7:12pm – 7:21pm

I. Tour of Construction Site – 6:00pm

The Committee was invited to a tour of the construction site at 6:00pm. Moritz gave a tour to Paul, Don, Chuck and Andrew.

II. Call to Order

The meeting was called to order by Moritz Schmid at 7:07 p.m.

III. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

IV. Approval of Meeting Minutes – April 11, 2016

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the meeting minutes from April 11, 2016.

DISCUSSION: None.

VOTED: Unanimous. Paul Fitzgerald abstained as he was not present at the April meeting.

V. Construction Update

Moritz explained that the final change order to pay for the lowering of the height of some counter brackets in the children's area and for the work to repair the back wall to the stairway between the two floors on the rectory side of the building has not yet been received. He will follow up with Mary to try to figure out where the change order is located.

With regards to schedule, Mary has been on site almost every day to try to get the project finished. Three phase power is now in. The elevator installation starts tomorrow (May 12th). The carpet has been delivered to the warehouse and installation will begin next week (May 16st). It should only take a few days, but the

crew will probably have to jump around to avoid work in process so installation may take a little longer. Two good construction crews are on site and are completing the finish work inside. Mary is working to have the large piles of dirt removed from the site. The septic system repair work has been completed and inspected by the Town. The painter hopes to get started over the weekend. Shelving installation can begin on Monday the 23rd, a few days after the carpeting is put down.

With regard to flooring, the carpeting is a grey base product. Ceramic tile that was recommended by the installer will be used for the non-carpeted areas.

VI. Financial Update:

Fund Raising:

Andrew stated that the last he know the Friends had raised about \$90K to go toward the building project. An offer of \$600 for all ten of the pendant lights has been received. Andrew will inform the Friends of this offer so they can determine whether to accept it or not. The Friends have ordered about \$20K worth of furniture from Demco, and will meet with Signs Plus after the carpeting and painting are completed to discuss plans for the donor wall. Moritz will let the Friends know when they can go into the new building for this.

ACTION: Moritz will inform the Friends when the carpeting and painting will be complete so they can meet with Signs Plus and discuss plans for the donor wall.

Budget Review:

Don explained that the project has a little under \$31K in uncommitted funds left, assuming that the full \$50k from the state is provided. With regards to the \$50K from the state for the energy efficient windows, Don explained that \$37.5K had been received and that Diane Willoughby has requested the final installment but has yet to hear anything.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from GTC Construction Management for General Contractor services for April in the amount of \$117,250.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$117,250 to GTC Construction Management for General Contractor services for the month of April.

DISCUSSION: None.

VOTED: Unanimous.

Moritz informed the Committee that an invoice was received from Abacus for Architectural services for March in the amount of \$3014.40.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$3014.40 to Abacus for Architectural services for the month of March.

DISCUSSION: None.

VOTED: Unanimous.

Moritz informed the Committee that an invoice was received from Abacus for Concrete Cylinder Testing via UTS Testing Services in the amount of \$286, including the 10% management fee for Abacus.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$286 to Abacus for Concrete Cylinder Testing via UTS Testing Services.

DISCUSSION: None.

VOTED: Unanimous.

Moritz informed the Committee that an invoice was received from Abacus for Architectural services for April in the amount of \$3014.40.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$3014.40 to Abacus for Architectural services for the month of April.

DISCUSSION: None.

VOTED: Unanimous.

Moritz informed the Committee that an invoice was received from ADC Septic for septic system repairs in the amount of \$3500.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$3500 to ADC Septic for septic system repairs.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations:

None.

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

1. Support for counters in circulation areas – Moritz
 - Moritz and Mary are still pursuing options for the counters. They expect to close on this soon.
2. Plans for engaging flooring donor to prepare for installation – Paul/Mary
 - Paul explained that the installers recommended using VCT in the vestibule instead of carpeting. Grey carpet tiles will be used throughout both levels of the building, with ceramic tile in the bathrooms. The flooring installers plan to take a walk through the site tomorrow (May 12).
3. Green Communities Grant Update – Mary

- Don will contact Bill McHenry about getting the money from the Green Communities Grant moved over to the library renovation project.
4. Follow up on usage of existing shelving – Andrew
 - Andrew stated that the shelving installation will begin on May 23rd, one week after the carpet installation is expected to begin. Andrew is still working with the shelving installer on the selection of end caps.
 - Andrew will push the movers out to the June 1-3 timeframe.
 5. Follow up on availability of PC's – Don
 - Andrew is working with CW Mars to get the server moved to the new location. He will set up time with Lawney Tinio to understand what support Worldband can provide at the new site. Andrew will ask Lawney about WIFI as well. CW Mars has offered to do a site survey for a WIFI setup. Andrew will follow up with both CW Mars and Worldband to close on these items.
 6. Check the library plans to understand type of book drops – Moritz
 - Moritz stated that there is a book drop specified in the outside vestibule for patrons to drop books from outside the building when it is closed.
 7. Check the library plans to understand landscaping – Moritz
 - Moritz still needs to follow up on this item. He mentioned that a potential Eagle Scout project would be a possible patio off the front porch and that two potential eagle scouts are interested. He thinks that a July timeframe would work for this.
 - Moritz will reach out to Eric Peterson to ask if he could provide a master landscaping plan for the site. The plan could be a good start for potential future Eagle Scout projects.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Moritz stated that he would contact the Milford Daily News, the Town Crier and WMRC radio to update them on the potential dates for a soft opening in June and a Grand Opening later in the summer to be determined by the Library Trustees.

Moritz also stated that Mary Bulso has been spending a ton of time at the site every day. She is calling sub-contractors to ensure they are showing up, getting paid, etc. and is essentially managing the project for GTC. The town should compensate her for this work. Since we are still holding back a few hundred thousand dollars owed to GTC we may need to use some of these remaining funds to compensate LPA for Mary's work. We will discuss this at a future meeting.

Moritz also mentioned that he has not received anything from GTC in response to the letter he sent them. He would like to invite the President and owner of GTC to meet with the Committee to discuss their performance. Don suggested that Moritz contact the Board of Selectmen and ask that they meet with the President and owner of GTC along with our OPM and architect prior to our next meeting to align on the feelings about GTC's performance on this project. Mortiz will reach out to the BOS and do this.

IX. Next Meeting Date, Time and Agenda

The next meeting will be scheduled for Tuesday, May 31th at 7pm. 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 future home of the library at 6pm 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.

Another meeting will be scheduled for June 15th for invoice approvals.

X. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:18 p.m.

Minutes by Don Morin