

Approved June 15, 2016

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Tuesday, May 31, 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 Don, Chuck, Kevin and Andrew, with Moritz joining the group around 6:30pm. Also present were Milford Daily News photographer Jeff Swerdick and reporter Corin Cook, Mendon Selectman Chris Burke, and Mendon Affordable Housing Coordinator and Green Communities Manager Bill McHenry.

II. Call to Order

The meeting was called to order by Moritz Schmid at 7:09 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

Corin Cook, Milford Daily News

Lawney Tinio joined the meeting from 7:15-7:35pm

III. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

IV. Approval of Meeting Minutes – May 11, 2016

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from May 11, 2016.

DISCUSSION: None.

VOTED: Unanimous. Kevin Rudden abstained as he was not present at the May 11<sup>th</sup> meeting.

V. Construction Update

At this time Lawney Tinio showed up so the Committee decided to discuss the technology needed at the new library so Lawney could leave after the discussion. Lawney explained that the Town already has a contract with his company for tech support work and stated that he would try to perform any additional work needed at the new library using the built in hours and will only bill for overages.

Andrew shared two quotes from C/W MARS to cover the cost of two switches, wireless access points and power injectors. This will provide the necessary switches for the C/W MARS server and a wireless solution for the new library. Lawney will need to add some wiring to support the C/W MARS equipment. Lawney explained that he would add a switch to allow for a backup internet connection and a technical services connection. It will also support remote access for the HVAC, but Mary stated that the current system does not need this. Lawney suggested adding a small server for file services and other connections to the town's domain controller, and that he would quote this separately from the C/W MARS work.

Andrew mentioned that he'd like to target the week of June 13<sup>th</sup> for installation of the C/W MARS server. Lawney stated that he could support this timeline with the work that he will provide.

Don stated that the Regional School District would be supplying 16 PC's to the new library and that they would be available in early July. Lawney will assist with recommending the appropriate software to be purchased from Tech Soup using the library's existing account.

**MOTION:** A motion was made by Kevin Rudden, seconded by Dan Labastie to approve payment of \$3724.94 to C/W MARS for two Cisco switches (a 24 port switch and an 8-port switch for \$2526.74), two Cisco wireless access points (\$883.30), two Cisco power injectors (\$194.90), some cat6 cables (\$8) and two maintenance fees (\$112).

**DISCUSSION:** None.

**VOTED:** Unanimous.

Moritz explained that he had emailed the president of GTC Contracting and has received a response. The president walked the site to observe the work status. Unlike the first letter sent by Moritz that received no response, the president has been engaged and is trying to complete the project now. One final small change order is still pending and should be ready for our next meeting in mid-June. It should only have a minor impact on the budget. Mary is not giving GTC any new work but instead is focusing on finishing the existing project work.

Mary stated that the well will need to be tested and chlorinated, and there may be a need for a water softener/treatment system given the typical condition of well water in Mendon. We will have to address that when the time comes.

## VI. Financial Update:

### Fund Raising:

Andrew stated that more donations have been received in memory of Bob Carlson, a long-time library trustee who recently passed away. The back reading patio will be named in Bob's honor, while the library staff has agreed to purchase a bench in Bob's name and the Trustees have decided to do some plantings in Bob's name.

With regards to the donor list, we should discuss what names should be provided to the Friends to be added to the Donor tree, such as those responsible for providing

the flooring and supporting labor. Don will add this to the agenda for the next meeting.

#### Budget Review:

Don explained that the project still 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 the town is still waiting for the final installment of \$12.5K but expects to receive it very soon.

#### Invoice Approvals:

No other invoices needed attention at this time. (The one from C/W MARS was addressed earlier in the meeting.)

#### Chair/OPM Spending Authorizations:

None.

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

1. Support for counters in circulation areas – Moritz
  - Tom Mulvey is working on the counters and end caps in order to make them match.
2. Plans for engaging flooring donor to prepare for installation – Paul/Mary
  - The carpeting and VCT are going in now.
3. Green Communities Grant Update – Mary
  - Bill McHenry joined us at the site walk and took some pictures of the HVAC system and will begin the process of getting the remaining money from the Green Communities Grant and moving it over to the library renovation project account.
4. Follow up on usage of existing shelving – Andrew
  - The shelving installation has begun and is proceeding along with the flooring installation.
  - Packing of the existing collection has begun. The library staff may leave some older materials behind for the historical society to decide if there is anything that they want to take.
5. Follow up on availability of PC's – Don
  - This item was covered above during the discussion with Lawney Tinio present.
6. Check the library plans to understand landscaping – Moritz
  - Moritz reached 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. Moritz is awaiting feedback from Eric. Whatever the Eagle Scouts do decide to put into action will need to be reviewed and approved by Andrew and the Trustees, and possibly the Parks

Department as well so that any future maintenance costs can be comprehended.

7. 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
  - Moritz met with Ed Thompson at WMRC last week and Ed will be playing pieces of the interview this week.
  - A soft opening date still has not been announced to the press but once the team is able to work through the last few open items and the certificate of occupancy is in place this can be finalized.
  - Kevin mentioned that the certificate of occupancy may require some handicapped parking spaces to be striped and that he would look into getting this done under his existing town ADA budget.
8. Contact the Board of Selectmen and ask that they meet with the President and owner of GTC along with our OPM and Architect – Moritz
  - Moritz has been in contact with a couple of the Selectmen and, given the update earlier about the engagement with the President of GTC, the idea of having him meet with the Board of Selectmen was scrapped. Instead, Mary and Moritz will continue to “drag” GTC to the finish line of the project.

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

Andrew asked about the existing alarm service and it was suggested that he contact them (Custom Alarms) to look into what is required to have them continue their existing services in the new location. Andrew mentioned that Comcast is expected to be in this week to connect the new building services.

With regards to signage, only code required signs will be installed, e.g. mechanical rooms, bathrooms and emergency exits. Any other signs will have to come later, and Signs Plus has agreed to help with this.

As of today the library is working toward a June 23<sup>rd</sup> opening.

A few windows were broken during transport and are on back order. It is not clear if they will be in by the 23<sup>rd</sup>.

Fred Lapham did some stake work for the parking lot lighting as well as the striping of the lot. He has provided lots of his own time to the project. The building committee is very grateful for this.

A roofing error was made by the contractor above the entrance. Since it was the contractor's error, they are working to correct it now with no additional cost to the project.

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

The next meeting will be scheduled for Wednesday, June 15<sup>th</sup> 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 new library site 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.

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 8:09 p.m.

Minutes by Don Morin