

APPROVED 1/30/2013

Taft Library Building Committee Meeting
Upper Town Hall
Mendon, MA 01756
Wednesday, January 16, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey (also Taft Library Trustee), Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn

Others Present:

Andrew Jenrich, Library Director; Kathy Schofield

Participating Via Skype: Susan Darnell (current Taft Library Trustee, but yet to be sworn in as Building Committee member).

I. CALL TO ORDER

The meeting was called to order by Amy Fahey at 7:04 p.m.

II. NOMINATION OF OFFICERS

Chair:

MOTION: On a motion by Kevin Rudden, seconded by Paul Fitzgerald, to nominate Joe Cronin for the position of Chair. No further discussion.

VOTED: Unanimous

The Chair will run meetings and speak on behalf of the Committee.

Vice-Chair:

MOTION: On a motion by Kevin Rudden, seconded by Don Morin, to nominate Jay Washburn for the position of Vice-Chair.

MOTION: On a motion by Joe Cronin, seconded by Dan Labastie, to nominate Paul Fitzgerald for the position of Vice-Chair.

DISCUSSION: Paul gave some background information on himself to the rest of the committee, after which Jay suggested deferring to Paul. Kevin then withdrew his motion, so the committee voted on the motion to appoint Paul Fitzgerald as Vice-Chair.

VOTED: Unanimous

The Vice-Chair will carry out the duties of the Chair if he is not available.

Secretary:

MOTION: On a motion by Kevin Rudden, seconded by Dan Labastie, to nominate Don Morin for the position of Secretary. Don gave some background information on himself to the rest of the committee. No further discussion.

VOTED: Unanimous

The Secretary will take minutes, post and distribute them, post agendas, and serve as central communication point for distribution of information to the committee.

III. STATUS OF CHURCH

Joe gave an update on the current status of the church. New door locks have been installed on the church. BVT has tuned up the heating systems; heat is not currently on in rectory. Heat is provided by forced hot air in the church, and forced hot water in the rectory. The water valve has been shut off to the rectory. Joe has gained approval from the Mendon Public Safety Director to put a ceramic heat disk in the rectory. He will set it on low to keep some heat in the building. Two oil tanks for the church and the tank at the rectory were filled last week, costing \$3100. Heating the building used 1/8 tank in a week. The heat is set on 45 degrees, just high enough to ease concern about freezing pipes. Joe will consider putting “R-V” anti-freeze in the toilets and sinks to help prevent them from freezing. Domestic hot water for the church comes from the rectory; the hot water heater is in rough shape. The heating systems are old, likely original equipment. Joe got a verbal update from Tom Belland of BVT. He has been a great help, getting students to help with some work. The septic system is not that old (5-7years?). It is not clear if we got a Title V inspection as part of Purchase & Sale Agreement.

ACTION: Susan emailed the realtor to find out if the Title V inspection was done; she'll also check with town counsel. Susan will update the committee when she hears.

ACTION: Kevin also offered to check with Missy at the Board of Health to see when the new septic system was installed and if she knows if a Title V inspection was done.

Joe will check the building and oil tank levels weekly. Susan and Joe talked with Alan Tetreault about plowing the parking lot at the church. We also need to clear snow from the steps and walks to the building; Kevin mentioned that he knows of two boys that need service hours for Boy Scouts. They may be willing to shovel snow at the church: the front walkway to the front steps of the church. Kevin will get back to the Committee by Friday (through Don). Kathy can donate salt/sand if needed. Moritz warned us to be careful about using salt on concrete stairs as it will damage them.

Kevin suggested we put a sign up outside the church stating: “Future home of Taft Public Library”. We will revisit this in the future.

Joe raised a concern about asbestos in the attic and possible lead contamination.

IV. QUORUM

Given that we have ten members on the committee, Joe asked for a motion to determine how many members are needed for a quorum.

MOTION: On a motion by Kevin Rudden, seconded by Dan Labastie, that we need six members present for a quorum, which is 50% of the membership plus one. No further discussion.

VOTED: Unanimous

V. CHARTER

The group reviewed the charter proposed by Susan. Kevin Rudden suggested one change to the second paragraph where the committee members get appointed by the Board of Selectmen and not the Taft Library Trustees.

MOTION: On a motion by Kevin Rudden, seconded by Chuck Noel, that we approve the charter with the one change from the Taft Library Trustees to the Board of Selectmen in the first sentence of the second paragraph. No further discussion.

VOTED: Unanimous

ACTION: Don will send updated charter to the group as a separate document along with the minutes.

VI. TOUR OF CHURCH

Joe offered to give a tour of the church on Wednesday, January 23 at 7pm. Jay suggested we post the meeting to avoid any concerns by anyone.

ACTION: Don to post meeting on Jan 23rd to tour the church.

Moritz stated that he won't be able to make it, and asked if someone could take pictures. Amy mentioned that Bill McHenry has already taken lots of pictures already.

ACTION: Amy to check to see if Bill's pictures can be posted somewhere for review.

VII. PROJECT MANAGER

Joe mentioned that we need to have a Project Manager prior to putting the architectural services out to bid. Everyone hasn't read the Project Manager Request for Qualifications yet.

ACTION: Committee members must read the RFQ prior to the meeting on January 30th.

VIII. MEP: MECHANICAL, ELECTRICAL, PLUMBING

Joe asked that we review this document when we tour the building on January 23.

IX. MASS BUILDING CODE

Joe asked Moritz to review Mass Building Code requirements, as he feels that the church (A4) will be going to a library (A3), and there may be impacts on the need for sprinklers, plumbing, fixtures, etc.

ACTION: Moritz to review Mass Building Code and report out on January 30th.

X. KEYS TO CHURCH

Joe mentioned that the following people have keys to the building: Susan, Andrew, Joe, and the Police Station. Access to the church should be limited and should go through these three people.

XI. NEW BUSINESS

Paul asked if there was any resolution on what BVT can do. Joe answered “not yet.” We’ll need to work with the architect at that time to figure out what scope BVT can do. Tom Belland may be able to put new heating system into rectory in the future.

Don asked where the money came to pay for the recent oil delivery. Andrew mentioned that it came from the current Taft Library budget. We don’t have much funding at this time and need to be careful about spending any money.

XII. NEXT MEETING (after tour on 1/23)

The next meeting will be on January 30 at 7pm. Agenda will include a review of the MEP study, the RFQ for a Project Manager, Meeting Minutes from January 16 and a review of open action items from the Jan 16 meeting.

XIII. ADJOURNMENT

MOTION: On a motion of Chuck Noel, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:00 p.m.

Minutes by Don Morin

APPROVED 1/30/2013

Taft Library Building Committee Meeting
Former St. Michael's Church / Future Home of Taft Public Library
Mendon, MA 01756
Wednesday, January 23, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Jay Washburn

Others Present:

Bill McHenry, Mike Ammendolia (arrived at 7:14pm)

I. CALL TO ORDER

The meeting was called to order by Joe Cronin at 7:02 p.m.

II. TOUR OF BUILDING

Joe gave an overview of the plans for the upper and lower levels of the church using the sketches provided by Ken Best as part of the renovation proposal. The group then toured the upper level of the church, the lower level of the church, and the rectory.

III. OPEN DISCUSSION

After the tour the group discussed general perceptions and the topic of natural gas was raised. Paul Fitzgerald mentioned that gas was available up to the Clough School, but it did not run up North Avenue. Jay Washburn stated that he would check the original plans from the Clough School building project to find out what it cost to bring the natural gas lines up to the school..

ACTION: Paul Fitzgerald to contact NStar to inquire about extending it from the Clough School up to the future location of the library and Jay Washburn will check the costs of running natural gas to the Clough School as part of that building project.

Joe also mentioned that he was starting a list of "issues" that we become aware of as the library renovation project moves forward. The intent of the list is to track items we discover so that we can share them with the project manager and architect so they can be addressed in the project documents. Don will maintain the list with the meeting minutes.

IV. NEXT MEETING

The next meeting will be on January 30 at 7pm at the Mendon Senior Center. Agenda will include a review of the MEP study, the RFQ for a Project Manager, Meeting Minutes from January 16th and 23rd and a review of open action items from the Jan 16th and 23rd meetings.

V. ADJOURNMENT

MOTION: On a motion of Dan Labastie, seconded by Chuck Noel, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 7:59 p.m.

Minutes by Don Morin

APPROVED 2/13/2013

Taft Library Building Committee Meeting
Mendon Senior Center
Mendon, MA 01756
Wednesday, January 30, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Paul Fitzgerald, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn

Others Present:

Andrew Jenrich, Library Director; Mike Ammendolia, Board of Selectmen (arrived at 7:21pm)

Participating via Skype: Susan Darnell (current Taft Library Trustee, but yet to be sworn in as Building Committee member).

I. Call to Order

The meeting was called to order by Joe Cronin at 7:02 p.m.

II. Approval of Agenda

MOTION: On a motion of Kevin Rudden, seconded by Chuck Noel, to approve the agenda. No further discussion

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion of Kevin Rudden, seconded by Chuck Noel, to approve the meeting minutes from January 16, 2013. No further discussion

VOTED: Unanimous.

MOTION: On a motion of Chuck Noel, seconded by Paul Fitzgerald, to approve the meeting minutes from January 23, 2013. No further discussion

VOTED: Unanimous. (Kevin Rudden abstained as he wasn't present at the meeting.)

Don agreed to work with Andrew to get the minutes posted to the Taft Public Library website.

IV. Review of Previous Action Items

- a. Title V inspection of septic system – A Title V inspection was not performed on the septic system as part of the purchase of the former St. Michael's Church. The original Purchase and Sale Agreement had the inspection specified, but it was

removed by Town Counsel. The inspection is not a state requirement; it's a bank requirement. The septic system was built in 2009, and the as-built drawings are in the Board of Health office at Town Hall. All approvals are also on file. It was asked if the change from a church to a library will drive a change to the septic requirements. We will need to add this to our list of items to be tracked in the future, similar to the need for the building to have a public water supply.

- b. Clearing of snow from walk and steps at St. Michael's – The front walkway and steps will be cleared by Tim Hoar if we get more than 3" of snowfall. If we get less, Kevin Rudden has a Boy Scout who is looking for service hours who will take care of it. Kevin will get the name of the scout to Andrew. Also, Alan Tetreault, the Highway Surveyor has agreed to clear the parking lot/driveway after a snowstorm.

ACTION: Kevin to supply name of Boy Scout to Andrew.

- c. Posting of church pictures by Bill McHenry – The pictures of St. Michael's taken by Bill McHenry have been posted to a Google server for the committee members to review.
- d. Mass Building Code requirements going from church to library – Since Moritz Schmid was not present, this item was passed over until the next meeting.
- e. Natural Gas availability at future home of Taft Public Library – Jay Washburn mentioned that the installation of the natural gas line up to the meter at the Clough School was done at no charge. Paul Fitzgerald spoke with Marjorie McDonald from NStar and she agreed to frame up what it may take to run the gas line up to the former St. Michael's Church. She will look at the oil consumption from the last few years to determine the expected gas usage and will get back to Paul with a proposal in the near future.

- V. Review of Architect's MEP (Mechanical, Electrical, Plumbing) Study
The committee reviewed the various mechanical electrical and plumbing issues highlighted in the MEP during its January 23rd tour of the former St. Michael's Church. Mike Ammendolia suggested that the group remember to "Build for the Future" and consider comprehending the rectory as part of the project where possible.

VI. List of “issues” to be tracked

Don mentioned that Joe Cronin has begun to compile an “issues” list that Don will maintain for the committee. Don shared a sample Decision/Action Log that Paul suggested we use to track the list of open items. The list currently contains items such as Title V inspection, public water supply, lead paint, asbestos, heating systems, electrical systems, alternative energy methodology and utility rebates/incentives. Kevin suggested we add water seepage in the basement as another item, and Don asked if sprinklers were needed for the building. All these and more future items will be tracked for closure when we hire an OPM and Architect. Don agreed to attach the initial list of items to the minutes from this meeting.

ACTION: Add list of “issues” to the 1/30/13 meeting minutes. – Don

VII. New Business / Open Issues

- a. Susan mentioned that all building committee members will be receiving a new email address to use for town business. We will all be getting an email at the addresses we’re currently using informing us of our new account names and instructions on how to access them.
- b. Andrew mentioned that he applied to have the electrical service converted over to the Town. He also mentioned that Verizon is planning on hooking up a phone line on Thursday, January 31st to allow for use of the alarm system. Paul agreed to check out the alarm system once the phone line is installed. Paul will work with the Mendon Fire Department to test the alarm system.
- c. Paul mentioned that Bob Russell of National Grid offered to look at opportunities for energy efficiency improvements at some point in the future. Paul stated we should consider taking advantage of this “free consultant” during the design phase of the project.

VIII. Review of Project Manager Request for Qualifications

Joe asked for feedback on the RFQ for an Owner’s Project Manager. He expressed his concern that we only had \$31K budgeted for this position yet our RFQ is very comprehensive and implies we’re hiring a firm and not an individual. Joe asked Susan if should could ask Town Counsel for a simpler version of the document.

Kevin offered to get OPM RFQ documents from Milford. Amy offered to contact the Mass. Dept. of Capital Asset Management & Maintenance (DCAMM) to inquire about a simpler RFQ. Kevin also suggested she reach out to the Mass. Board of Library Trustees as well. Amy agreed to do this, and Susan agreed to hold off contacting the attorney until Amy has a chance to find other documents we might consider using.

IX. NEXT MEETING

The next meeting will be on February 13 at 7pm at the current Taft Library. The agenda will include a review of other sample RFQ documents for an Owner's Project Manager, Meeting Minutes from January 30th and a review of open action items from prior meetings.

X. ADJOURNMENT

MOTION: On a motion of Kevin Rudden, seconded by Chuck Noel, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:02 p.m.

Minutes by Don Morin

APPROVED 2/27/2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, February 13, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn

Others Present:

Andrew Jenrich, Library Director; Mike Ammendolia, Board of Selectmen

Participating via Skype: Susan Darnell (current Taft Library Trustee, but yet to be sworn in as Building Committee member).

I. Call to Order

The meeting was called to order by Joe Cronin at 7:02 p.m.

II. Approval of Agenda

MOTION: On a motion of Don Morin, seconded by Chuck Noel, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion of Kevin Rudden, seconded by Don Morin, to approve the meeting minutes from January 30, 2013. No further discussion.

VOTED: Unanimous.

Don agreed send the minutes to Andrew to get them posted to the Taft Public Library website.

IV. New Town Emails

Joe asked if everyone has tried out their new town email accounts yet. Not everyone has done so. Joe asked that all do so prior to the next meeting so we can start using them for all correspondences in the future.

ACTION: Building Committee members to log into new town supplied email accounts to set them up for future use for all correspondence.

V. Review of Previous Action Items

- a. Name of Boy Scout provided to Andrew for snowfall < 3 inches – Kevin Rudden stated that he has a few Boy Scouts who are looking for service hours who will take care of snow when we get less than 3”. If we get more than 3”, Tim Hoar takes care of it.
- b. Mass Building Code requirements going from church to library – Moritz Schmid reported that he hasn’t found any issues with the building being code A3 (previously A4), but he needs more time to look into some things further, such as the need for sprinklers.
- c. Natural Gas update from NStar –Paul Fitzgerald stated that Marjorie McDonald from NStar called him earlier today and left a message. He will return her call to determine if she has a proposal for the Committee to review. Kevin Rudden mentioned that he counted 20 houses between the Clough School and the former St. Michael’s Church as potential future natural gas customers.

VI. Review Decision Action Log

Don read off the items on the Decision/Action Log to the group. Moritz suggested that we make the document one sheet (instead of two) and to add a status column to determine which items are still open and which are closed. Don asked if the log should be posted, and it was agreed that it should be posted with the approved minutes after each meeting.

ACTION: Post Decision Action Log to website. – Don

VII. Review of Sample Owner’s Project Manager Request for Qualifications

The group reviewed the sample document used by the Town or Marshfield for a Fire Station project that was provided by Amy Fahey. Many suggested changes were made by the group, such as adding the dollar amount for the OPM work, changing verbiage from “firm” to “individual/firm” where appropriate, adding more attention to safety at the work site and ensuring that I9 forms are in order. Also, reference a pre-meeting at the work site and references to the current library website for existing reports.

ACTION: Joe will incorporate the changes suggested and will update the document to reflect the new Taft Public Library project. Once completed, he will send the updated version to the entire Committee.

ACTION: Once the Committee receives the updated version, individuals should send any additional inputs directly to Don. Don will compile the suggestions for review at the Feb. 27th meeting.

VIII. New Business / Open Issues

Kevin mentioned that the Taft Library Trustees were not receiving meeting minutes from the Building Committee. Amy agreed to update the Trustees at their next meeting that minutes are posted. She will also bring a hard copy to the meeting to share with her fellow Trustees.

Joe has asked Tom Belland if BVT could make a sign for the new site that says “Future Home of Taft Public Library” or something similar.

Joe mentioned that he and Don gave a tour to Anne Mazar on Feb. 6th and that Anne is working on a Green Communities Competitive Grant application. Anne asked Joe to talk with Guardian Energy about their report, which he said he would do. Kevin asked what the “Fuel Efficient Vehicles Policy, Criteria 4” meant. Since nobody could answer, he agreed to check with Anne on this to ensure that Mendon complies.

ACTION: Kevin to ask Anne Mazar what “Fuel Efficient Vehicles Policy, Criteria 4” means.

Don asked when the town would start the process to obtain the funding for the project. Susan said she is working with Linda Hawkes and Claudia Cataldo and will report the status of the funding to the Committee at a future meeting.

Moritz asked about LEED certification for the new building. Many felt that while we will be looking for energy efficiencies along the way, LEED certification was too

costly and we might not be able to achieve certification given the size and nature of the project. The Committee agreed that we should be able to answer the question if people ask why the project is not LEED certified.

Kevin asked Joe when he thought when the current Taft Public Library building would be vacated, as it will need to become ADA compliant at that time. Joe suggested using spring of 2015 as the target date.

Since the OPM contract will be reviewed at the next meeting, Joe asked Amy if she could start looking for sample RFQ's for an architect. She agreed. Don asked Susan if we had one from the initial request for an architect a year ago. Susan said that work was too small and that a formal RFQ was not used.

ACTION: Amy to start looking for sample RFQ's for an architect.

IX. NEXT MEETING

The next meeting will be on February 27 at 7pm at the current Taft Public Library. The agenda will include a review of the RFQ for an Owner's Project Manager, Meeting Minutes from February 13th and a review of open action items from prior meetings.

X. ADJOURNMENT

MOTION: On a motion of Chuck Noel, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:09 p.m.

Minutes by Don Morin

APPROVED 3/20/2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, February 27, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid, Jay Washburn

Others Present:

Andrew Jenrich, Library Director; Mike Ammendolia, Board of Selectmen

Participating via Skype: Susan Darnell (current Taft Library Trustee, but yet to be sworn in as Building Committee member).

I. Call to Order

The meeting was called to order by Joe Cronin at 7:11 p.m.

II. Approval of Agenda

MOTION: On a motion from Jay Washburn, seconded by Don Morin, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Don Morin, seconded by Jay Washburn, to approve the meeting minutes from February 13, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Decision Action Log

Don distributed copies of the latest Decision Action Log to the group. The open items were reviewed with the following updates:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – Moritz mentioned that he is still investigating all the implications of bringing the building up to code as a result of this change, for example the need for sprinklers. Occupancy typically drives the need for a septic system, water supply, etc. Moritz agreed to compile a complete packet of the implications for review at the next meeting, including info on the former occupancy information for the church.

#5 – Find out what it will take to get natural gas to the former church property. – Paul shared two non-binding applications: one to get the main service line run up North Avenue from the Clough School up to the former church property and one to run service from the main line to the future library. The application will request NStar for a quote to perform the work. It was suggested that we take these to the Board of Selectmen since they are the authorizing body for the project. There is no charge to the town for this investigative work.

ACTION: Don to request time on the Board of Selectmen's next meeting agenda to consider these requests for natural gas hookup at the site of the future library. Joe and Don will attend the next BOS meeting to present the request.

#6 – Test fire alarm system once phone is set up at the former church building. – Paul reminded the group that the system works fine but that the dialer needs to call into a third party monitoring system for it to be effective. Don mentioned that the schools use Cintas as their third party monitoring system, and that the schools are not connected directly to Mendon Public Safety Dispatch. Andrew stated that the current library uses Custom Alarm for its monitoring service. It was suggested that we ask the Board of Selectmen if connecting directly to Mendon Public Safety Dispatch is an option, as it would save money from having to pay a third party monitoring service.

ACTION: Don to request time on the Board of Selectmen's next meeting agenda to request information on the feasibility of connecting the alarm system dialer directly to Mendon Public Safety Dispatch. Joe and Don will attend the next BOS meeting to present this request.

#8 – Log in to new town email so we can all use these for future correspondences. Some members reported having problems with logging into their new accounts. Susan suggested they contact JNiro@Worldband.com for support, and Mike Ammendolia suggested they copy the Board of Selectmen BOS@mendonma.gov on their request.

#9 – (OPM document update) and #10 (building committee inputs sent to Don) were both closed.

#11 – involves understanding what “Fuel Efficient Vehicles Policy criteria 4” entails. Since Kevin Rudden wasn’t present and this is his action item, it was passed over.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Susan stated that we were getting close to gaining access to money, but we needed to forecast how much money we needed to spend and when so we don’t borrow too much up front. Joe suggested a payment schedule for the OPM of 25% when we get the architect, 25% after the drawings were received, and 50% during the construction work phase. Dan suggested even less up front, and Joe stated we may just have a flat monthly payment plan over the course of the project. Nothing was agreed yet, but Susan stated that she has enough information for Linda to get the funding started.

V. Review of Sample Owner’s Project Manager Request for Designer Services

Don distributed copies of the sample document that was originally drafted from the Town of Marshfield fire station project and modified by Joe, which was then subsequently updated with inputs from the committee. Many updates were suggested, including the title change from “construction” to “renovation”, the removal of the word “million” after “\$1,700,000” for the estimated cost, making some items “if applicable”, and others. Don agreed to compile the updates and will send them to Joe, Susan and Amy for review prior to sending the document to town counsel.

MOTION: On a motion from Paul Fitzgerald, seconded by Chuck Noel, to allow Don to update the OPM RFS document with the changes agreed to by the group and to share it with Joe, Susan and Amy to ensure the changes were captured appropriately, and to then have Susan send the document to Town Counsel for approval. No further discussion.

VOTED: Unanimous.

ACTION: Don will make the recommended updates to the OPM RFS document and will send it to Joe, Susan and Amy to review for accuracy. Susan will then send the document to Town Counsel for approval.

VI. New Business / Open Issues

The topic of LEED certification was brought up again and the group agreed that this would be revisited when the architect is brought on board. Everyone agreed that the building will be designed with energy efficiency in mind, but LEED certification may not be viable for the new building.

Joe stated that Tom Belland of BVT referred him to George Creeley of BVT to work on making a sign for the new site that says “Future Home of Taft Public Library” or something similar. They agreed to work with Joe on this, but Joe wasn’t sure if any cost was going to be incurred. If so, it was suggested that the sign be paid for with donations, and Joe agreed to start off the donations himself.

Joe also stated that he asked Tom Belland of BVT about feasibility of adding solar panels to the roof of the new building, and he is still awaiting a reply.

Joe has been in contact with Anne Mazar, chair of the Mendon Land/Energy Use Committee and Charlie Ehl from Guardian Energy regarding a possible Green Communities grant. Charlie has concerns about writing a competitive grant now when we don’t have final design plans yet but the grant money would need to be spent within 12 months of award. Joe, Anne and Charlie agreed that it would be more appropriate to wait till 2014 to apply for the grant when a detailed grant application could be submitted. The application will be due in March of 2014.

VII. NEXT MEETING

The next meeting will be on March 13 at 7pm at the current Taft Public Library. The agenda will include a review of the Decision Action Log, an update on the Owner’s Project Manager RFS document, updates on the items brought to the Board of Selectmen, an update on the sign and potential solar panels from BVT, initial sample RFS documents for the architect and approval of meeting minutes from February 27th.

VIII. ADJOURNMENT

MOTION: On a motion from Chuck Noel, seconded by Dan Labastie, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:30 p.m.

Minutes by Don Morin

Approved March 27, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, March 20, 2013
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid, Jay Washburn

Others Present:

Mike Ammendolia, Board of Selectmen

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:00 p.m.

II. Approval of Agenda

MOTION: On a motion from Chuck Noel, seconded by Amy Fahey, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Chuck Noel, seconded by Amy Fahey, to approve the meeting minutes from February 27, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Decision Action Log

Don distributed copies of the latest Decision Action Log to the group. The open items were reviewed with the following updates:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – Moritz informed the group that the A3 code states that the renovated building will require a sprinkler system because the building has more than 5000 square feet. There are no exceptions. The septic system also needs to be 2000 gallons. Moritz will get copies of the plans for the existing septic system from the Mendon Board of Health to determine its capacity. He will also inquire about the well specifications to determine its flow. He has sent his findings to Joe Cronin for review.

#5 – Find out what it will take to get natural gas to the former church property. – Joe and Don took the two non-binding applications: one to get the main service line run up North Avenue from the Clough School up to the former church property and one to run service from the main line to the future library to the Board of Selectmen for signature. Joe then forwarded the applications to NStar so they could prepare a quote to perform the work. As mentioned at the last meeting there is no charge to the town for this investigative work. Paul contacted Marjorie McDonald at NStar but she has not yet prepared the quotes.

#6 – Test fire alarm system once phone is set up at the former church building. – Don and Joe asked the Board of Selectmen if connecting directly to Mendon Public Safety Dispatch is an option, as it would save money from having to pay a third party monitoring service. Mike Ammendolia asked if the Public Safety Director has contacted the Building Committee yet; Don stated that we have not yet heard anything.

ACTION: Mike will follow up with the Public Safety Director to find out the status of this request.

#8 – Log in to new town email so we can all use these for future correspondences. A couple of members have reported having problems with logging into their new accounts. They will contact JNiro@Worldband.com for support.

#11 – This item involves understanding what “Fuel Efficient Vehicles Policy criteria 4” entails. Since Kevin Rudden wasn’t present and this is his action item, it was passed over.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – It is believed that the town employees have all the information that they need, but since no money is needed yet the application process hasn’t yet begun. However, since Susan wasn’t present, no new updates were available.

#13 – Gather sample RFQ’s for architectural services. – Amy has provided a copy of a document from Weston on March 11th, and sent a few more samples today (3/20). The committee will begin to review them at the next meeting.

#14 – Request time on BOS meeting to discuss natural gas and fire alarm connection to Mendon Dispatch. – This item was closed. (See details above.)

#15 & #17 – Update OPM RFS document with committee inputs and send to town counsel. – This item was closed. Details of the OPM document review are included below.

#16 – Bring natural gas and alarm system requests to BOS. – This item was closed. (See details above.)

V. Review of Sample Owner’s Project Manager Request for Designer Services

The group reviewed the feedback from Town Counsel and made substantive changes to the document, including adding a detailed timeline for hiring the OPM.

ACTION: Don will make the updates to the OPM RFS document and will send it to the committee to review for accuracy. Susan will then need to send the document to Town Counsel for one final review.

VI. BVT Update

Since Joe was not present there was no update on the progress with BVT on the new sign and solar panels.

VII. Online Ethics Training Reminder

Paul reminded everyone to take the online ethics training and to provide a copy of the certificate signifying completion to the Town Clerk.

VIII. New Business / Open Issues

Amy mentioned that Susan had concerns about delaying the Green Community grant application to March of 2014 as it could delay the project.

Amy also mentioned that the Library Trustees would like to consider renting out the rectory to provide some income to the town to help offset the cost of heating and maintaining the building.

Don mentioned that Selectman Tinio informed Joe and Andrew Jenrich that library shelving from U Mass Amherst is available. Andrew agreed to look at the shelving to see if the town could use it.

IX. NEXT MEETING

The next meeting will be on March 27 at 7pm at the current Taft Public Library. The agenda will include a review of the Decision Action Log, an update on the Owner's Project Manager RFS document, a review of the OPM contract, an initial review of sample RFS documents for the architect and approval of meeting minutes from March 20th.

X. ADJOURNMENT

MOTION: On a motion from Dan Labastie, seconded by Moritz Schmid, to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:38 p.m.

Minutes by Don Morin

Approved April 10, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, March 27, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell (via Skype), Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Jay Washburn, Moritz Schmid (arrived at 7:23pm)

Others Present:

Mike Ammendolia, Board of Selectmen

I. Call to Order

The meeting was called to order by Joe Cronin at 7:04 p.m.

II. Approval of Agenda

MOTION: On a motion from Chuck Noel, seconded by Don Morin, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Jay Washburn, seconded by Chuck Noel, to approve the meeting minutes from March 20, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Decision Action Log

Don distributed copies of the latest Decision Action Log to the group. The open items were reviewed with the following updates:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – The information that Moritz provided at the last meeting on March 20th will be carried forward as reference information when the architect is on board and developing plans for the new building. We don't need to continue to review this item at future meetings.

#5 – Find out what it will take to get natural gas to the former church property. – Paul hasn't heard anything from Marjorie McDonald at NStar, but he will contact her to get an understanding of when we should expect to receive a response.

#6 – Test fire alarm system once phone is set up at the former church building. – Mike Ammendolia stated that we can connect the alarm system directly into Mendon dispatch. Mike provided Paul with contact information for Lawney Tinio and Paul agreed to contact Lawney so that we can start moving forward with this action.

ACTION: Paul will contact Lawney Tinio to arrange to have the technical folks from both sides to get together to connect the alarm system directly to Mendon dispatch.

#8 – Log in to new town email so we can all use these for future correspondences. All members have successfully logged into their town email accounts so we will now use them for all official building committee correspondence.

#11 – This item involves understanding what “Fuel Efficient Vehicles Policy criteria 4” entails. Since Kevin Rudden wasn’t present and this is his action item, it was passed over.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Susan stated that Linda Hawkes is looking into what it will take to borrow money for the project. No additional help from the committee is needed at this time.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz has not yet been able to complete these items.

#19 – Follow up on available shelving at UMass Amherst – Joe provided pictures of the shelving to the committee. After a brief discussion the group decided that it made sense to take the shelving for future use.

MOTION: On a motion from Dan Labastie, seconded by Chuck Noel, to contact Lawney Tinio to inform him that we wish to take the shelving and want to store it for potential future use in the new library.

VOTED: Unanimous.

Joe agreed to contact Lawney about the decision and will work with Lawney to determine where the shelving can be stored until it is needed.

V. Review of Sample Owner's Project Manager Request for Designer Services

The group reviewed the final version of the OPM RFS document that contained all the updates made at the prior meeting. The next steps are to get the document to Town Counsel for a final review (Susan), to contact Diane Willoughby to determine what is needed to advertise the services in the Milford Daily News (Don) and to determine what is needed to advertise the services in the Dodge Report (Joe). Once the final document is approved by Town Counsel the RFS will be put out for responses.

MOTION: On a motion from Chuck Noel, seconded by Moritz Schmid, to approve the OPM RFS and to get it to town counsel for review/approval and clarification of a couple of questions. Once reviewed/clarified/approved by town counsel, the document will be sent to the Board of Selectmen for review/approval at their meeting on 4/8/13. The document will then be posted for review/bids. Don will update the dates in the document assuming approval is obtained on April 8th.
VOTED: Unanimous.

ACTION: Susan will send the document to Town Counsel for one final review, Don will contact Diane Willoughby to find out about advertising for services in the Milford Daily News, and Joe will contact the proper person about advertising for services in the Dodge Report.

VI. OPM Contract Review and Plans

Once the OPM is selected a contract will need to be signed. The group needs to review the contract obtained from Town Counsel back in January. Joe will also share the contract used for the Fire Station project for comparison. An item will be placed on the next meeting agenda to review these documents.

VII. BVT Update – new sign, solar panels

Joe shared pictures of the new sign that was installed at the future home of the Taft Public Library with the group. The sign went up on Monday, March 25th. It looks great! No update on solar panels yet.

VIII. Online Ethics Training Reminder

Joe reminded everyone to take the online ethics training and to provide a copy of the certificate signifying completion to the Town Clerk by April 15th.

IX. Plans for RFS for Architect

Amy provided several sample documents for review. The group agreed that the one from Granby looked like the best to use as a model document. Joe agreed to take the first cut at updating this document for the group. If anyone has any inputs, they should provide them directly to Joe. Once Joe updates the document, it will be distributed to the full committee for review at the next meeting.

ACTION: Joe to take first pass at creating Architectural RFS using Town of Granby document as the model and will share it with the full committee to be reviewed at the next scheduled meeting.

X. New Business / Open Issues

Joe asked that Don add parking lot lighting and outdoor mounted equipment to the Decision Action Log so that the committee take into account needs of abutters, such as sound proofing, fencing, etc.

ACTION: Don to add parking lot lighting and outdoor mounted equipment to the Decision Action Log.

A question was posed regarding the status of the rectory. The Taft Library Trustees will look into the cost of maintaining the rectory. Can it be rented? Should it be used for library expansion? Further discussion on the use of the rectory will need to take place as the project progresses.

XI. NEXT MEETING

The next meeting will be on April 10 at 7pm at the current Taft Public Library. The agenda will include a review of the Decision Action Log, an update on the Owner's Project Manager RFS document, a review of the OPM contract, a review of the RFS

document for the architectural services, and approval of meeting minutes from March 27th.

XII. ADJOURNMENT

MOTION: On a motion from Dan Labastie, seconded by Chuck Noel, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:11 p.m.

Minutes by Don Morin

Approved April 24, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, April 10, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell (via Skype), Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Chuck Noel (arrived at 7:09pm)

Others Present:

Andrew Jenrich, Library Director

I. Call to Order

The meeting was called to order by Joe Cronin at 7:02 p.m.

II. Approval of Agenda

MOTION: On a motion from Don Morin, seconded by Dan Labastie, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Jay Washburn, seconded by Kevin Rudden, to approve the meeting minutes from March 27, 2013. No further discussion.

VOTED: Unanimous. Kevin Rudden abstained as he was not present at the meeting on 3/27/13.

IV. Review Decision Action Log

Don distributed copies of the latest Decision Action Log to the group. The open items were reviewed with the following updates:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#5 – Find out what it will take to get natural gas to the former church property. – Paul contacted Marjorie McDonald at NStar and she stated that the request is being reviewed and that NStar should be getting back to us soon.

#6 – Test fire alarm system once phone is set up at the former church building. – Paul has been in contact with Lawney Tinio and Lawney believes that the fire alarm system in the former rectory can be added to the existing service currently used for the Town Hall. Paul will set up an appointment to get the system set up and tested during the next week.

#11 – This item involves understanding what “Fuel Efficient Vehicles Policy Criteria 4” entails. – Kevin provided Don with a copy of a document that explains Criteria 4 of the Green Communities Program. Essentially it is something that the Selectmen have to keep updated annually. The Building Committee does not have to be concerned with it. This item is now CLOSED.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – No new information to share.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz was not present at the meeting so there was no updated on this item.

#19 – Follow up on available shelving at UMass Amherst – Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20th.

#20 – Send updated OPM RFS document to Legal Counsel for final review/approval. Susan took care of this and the document will get its final review at tonight’s meeting. CLOSED.

#21 – Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News. – Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement. CLOSED.

#22 – Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services. – Joe contacted the appropriate personnel and knows

what is needed to advertise in the Dodge Report. There is no fee. We will also submit the advertisement to the Central Register. CLOSED.

#23 – Review OPM contract and first station contract for April 10th meeting – This item will be discussed later on during the meeting.

#24 – Create first draft of RFS for architectural services – Joe needs to do a bit more work to complete the first draft. The Committee will review this at the next meeting.

#25 – Add parking lot lighting and outdoor mounted equipment to future action items list. – Don added these two items to the list. CLOSED.

V. Review of Sample Owner's Project Manager Request for Designer Services

The final document that was approved by Town Counsel is ready for posting once Don updates the dates as follows:

- Advertise for position – 4/24/13
- Site visit – 5/2/13
- Last day for questions – 5/9/13
- Responses due – 5/23/13
- Responders short-listed – 5/29/13
- Interview short-listed responders – 6/3/13
- Final selection submitted to BOS – 6/4/13
- Negotiate with selected responder – 6/7/13
- Execute contract – 6/10/13

VI. OPM Contract Review and Plans

The OPM contract will be reviewed at the next meeting.

VII. BVT Update – solar panels

No new update.

VIII. Online Ethics Training Reminder

Joe reminded everyone to take the online ethics training and to provide a copy of the certificate signifying completion to the Town Clerk by April 15th.

IX. Plans for RFS for Architect

Joe needs help with determining scope of services. Kevin agreed to contact Blythe Robinson in Upton to get a copy of their RFS for an architect for the Town Hall renovation project.

X. New Business / Open Issues

No other business to discuss.

XI. NEXT MEETING

The next meeting will be on April 24 at 7pm at the current Taft Public Library. The agenda will include a review of the Decision Action Log, an update on the Owner's Project Manager advertisement, a review of the OPM contract, a review of the RFS document for the architectural services, and approval of meeting minutes from April 10th.

XII. ADJOURNMENT

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:01 p.m.

Minutes by Don Morin

Approved May 13, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, April 24, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Chuck Noel, Moritz Schmid (arrived at 7:15pm)

Others Present:

Andrew Jenrich, Library Director (arrived at 7:44pm)

I. Call to Order

The meeting was called to order by Joe Cronin at 7:02 p.m.

II. Approval of Agenda

MOTION: On a motion from Kevin Rudden, seconded by Chuck Noel, to approve the agenda. Don mentioned that Joe was going to give an update on the bond situation in the new topics section.

VOTED: Unanimous as amended.

III. Approval of Minutes

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from April 10, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Decision Action Log

Don distributed copies of the latest Decision Action Log to the group. Dan Labastie suggested that Don sort the list to put the open items at the top. Don agreed to do this during future updates. The open items were reviewed with the following updates:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#5 – Find out what it will take to get natural gas to the former church property. – Paul was not present so this item was passed over.

#6 – Test fire alarm system once phone is set up at the former church building. – Paul was not present so this item was passed over.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Linda Hawkes is looking for cash flow requirements for the project to better understand how to arrange for the bond. Joe is going to put a budget timeline together using the preliminary budget summary put together by Ken Best last spring.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz has not been able to pick up the plans. Kevin Rudden offered to help Moritz out and will go to Town Hall to pick up a copy of the septic plans and to inquire about well water specifications.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It was not delivered on Saturday, April 20th due to the closure of the campus that weekend. It will now be delivered on May 4th.

#24 – Create first draft of RFS for architectural services – Joe needs more information to complete the first draft.

#26 – Contact Blythe Robinson in Upton to obtain copies of their RFS for an architect for their Town Hall renovation project – Kevin has obtained this information from Blythe. Don will forward it on to Joe. CLOSED.

V. Update on Posting of Owner's Project Manager Request for Services

The ad posting a Request for Services for an Owner's Project Manager appeared in the Milford Daily news today (April 24th), the Central Register and the Dodge Report. Amy mentioned that there were some errors in the Dodge Report that she'll have addressed on Thursday. The RFS will be posted to the town website tonight and will be available for potential candidates on Thursday. Amy offered to create a score sheet to be used to screen candidates prior to and after the interview phase.

VI. OPM Contract Review

The OPM contract was reviewed. Joe and Don had similar comments. The contract needs to be modified by changing RFQ to RFS and changing references to St. Michael's Church to 29 North Avenue. Don agreed to make these changes for review at the next meeting. There was also some discussion about payment terms. The current version of the contract calls for four payments at four different phases of the project, but we could also offer monthly payments as well. It was suggested that we leave this open until we have an OPM on hand and then discuss how the hired person/firm wished to be paid.

VII. BVT Update – solar panels

No new update.

VIII. RFS for Architectural Services

Joe needs help with determining scope of services. Don will forward the sample documents Kevin obtained from Blythe Robinson that may help Joe with created a first pass document for the committee to review.

IX. New Business / Open Issues

Joe mentioned that Susan wanted to start keeping track of donations to the project. Don agreed to maintain a list for the committee. He has already started a list that contains two items, one from Joe Cronin for donating the cost of the new sign at the future home of the Taft Public Library and the second is for the shelving from Consigli Corporation. Don will ask Susan how she wants to track cash donations via the Friends of the Taft Public Library before deciding if we should post this document on the website.

Kevin mentioned that he knows a consultant that will review our architectural plans for ADA compliance when they are ready. A donation from a Milford resident will help pay the cost of this review.

Jay mentioned that the boy scouts will be using the parking lot at the future home of the Taft Public Library for staging a trip on April 26th.

X. NEXT MEETING

The next meeting will be on May 13 at 7pm. Don will check to see if the Town Hall is available. The agenda will include a review of any questions from responders, a review of the Decision Action Log, a review of the OPM contract, a review of the RFS document for the architectural services, and approval of meeting minutes from April 24th.

Additional meetings will be scheduled on May 23rd to review the responses to the RFS for an OPM and on May 29th to determine a short list of the responders that will be interviewed. Andrew offered to gather the responses from Diane Willoughby on the 23rd.

XI. ADJOURNMENT

MOTION: On a motion from Dan Labastie, seconded by Kevin Rudden, to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:05 p.m.

Minutes by Don Morin

Approved May 24, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Monday, May 13, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Chuck Noel, Moritz Schmid, Paul Fitzgerald (arrived at 7:15pm)

Others Present:

Andrew Jenrich, Library Director; Mike Ammendolia, Board of Selectmen

I. Call to Order

The meeting was called to order by Joe Cronin at 7:03 p.m.

II. Approval of Agenda

MOTION: On a motion from Chuck Noel, seconded by Kevin Rudden, to approve the agenda.

VOTED: Unanimous as amended.

III. Approval of Minutes

MOTION: On a motion from Kevin Rudden, seconded by Chuck Noel, to approve the meeting minutes from April 24, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Questions from Potential Owner's Project Manager Bidders

Joe read the list of nine questions from potential Owner's Project Manager bidders, along with our answers, which have been reviewed/approved by Town Counsel. Moritz suggested a slight modification to question # 7 by adding a few word to clearly indicate that the \$31,400 fee for the OPM services would be "through the closeout of construction."

MOTION: On a motion from Kevin Rudden, seconded by Jay Washburn, to approve the questions and responses from prospective bidders, to send them to Diane Willoughby for distribution to the prospective bidders and to post them to the library website.

VOTED: Unanimous.

V. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#5 – Find out what it will take to get natural gas to the former church property. – Paul was not present so this item was passed over.

NOTE: Paul arrived later and stated that he has not heard anything from NStar.

#6 – Test fire alarm system once phone is set up at the former church building. – Paul was not present so this item was passed over.

NOTE: Paul arrived later and provided the following update. He, along with one of his electricians, met with a representative from Custom Alarms at the future site of the Taft Public Library at 29 North Avenue. The existing alarm hardware works, but it needs to be reprogrammed to call the new third party monitoring service. It is not clear if the existing system can be reprogrammed or not, but we will have to try. This work could cost ~\$2500. NFPA guidelines require two phone lines for a fire alarm system, and we only have one at the site. The second line can be a cell line. Paul believes the cost would be \$400/year to add the new site to the town's alarm system monitoring service. Those present questioned the cost, so Paul said he would confirm the number with the alarm company rep. Joe asked what the town pays for other buildings and what the school district pays. Don said he knows that the schools use Cintas for their monitoring service, but he wasn't sure of the cost. Kevin agreed to check into what the town pays. Joe also agreed to ask about the insurance the town has on the building to see what we're required to do with regards to a fire alarm on a vacant building.

Given that we could be looking at thousands of dollars to reprogram the alarm system and pay for service, we need to ask the Fin Com for some advice about payment. It was suggested that we invite Fin Com Chair Rich Schofield to our next meeting.

Action: Paul to confirm the cost to add 29 North Avenue to the monitoring service for the town.

Action: Don to check what the schools pay for their monitoring service.

Action: Kevin to check with Claudia to find out what the town pays for security and fire alarm monitoring service for the existing town buildings.

Action: Joe to invite Rich Schofield to our next meeting to discuss options for payment of short term needs, prior to bonding out the project.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Linda Hawkes is looking for cash flow requirements for the project to better understand how to arrange for the bond. Joe put together a proposed budget timeline using the preliminary budget summary put together by Ken Best last spring. He asked Susan to send the timeline to Linda.

Action: Susan to send proposed budget timeline to Linda Hawkes.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz and Kevin Rudden have been unable to go to Town Hall to pick up a copy of the septic plans and to inquire about well water specifications.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It was picked up and currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station, but it is believed that Lawney will ask the boy scouts to help with the work. Jay agreed to talk with Rich Schofield about getting the scouts to help with the unloading of the trailers.

#24 – Create first draft of RFS for architectural services – Joe completed the first draft of this document and distributed it to the group for review at our next meeting. CLOSED.

#27 – Update OPM contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document – Don completed the update of the OPM contract. The document will be used once we have the OPM on hand. CLOSED.

VI. OPM Contract Review

Don made the updates to the OPM contract per the inputs he and Joe made at our last meeting. Nobody else had any feedback, so we'll put this contract aside for now until we're ready to review it with the OPM that gets selected.

VII. RFS for Architectural Services

Joe shared the document that he has drafted with the group. Committee members will bring their comments for discussion to the next meeting.

VIII. Lawn Cutting at 29 North Avenue

Susan stated that she has been in contact with Parks and Recreation Dept. and they cannot support the cutting of the lawn at 29 North Avenue. It was suggested that we take this issue to the next meeting of the Board of Selectmen. Joe and Susan will take this issue to them.

Action: Joe/Susan to take this issue to the next meeting of the Board of Selectmen.

IX. Items not reasonably anticipated 48 hours prior to meeting

Dan suggested that we explore selling the rectory and having someone take it away. We could use the foundation for future expansion, but could bring in some needed revenue now. It was suggested that we take this issue to the next meeting of the Board of Selectmen.

Action: Joe/Susan to take this issue to the next meeting of the Board of Selectmen.

Joe mentioned that Amy created a score sheet for the committee to use for deciding on an OPM to select. We will use this after we receive the bids.

Joe also mentioned that the site walk went well, with four firms present. One of them stated that they were impressed with the quality of information on our website.

Finally, Joe mentioned that the Board of Selectmen is considering re-appointing members of this committee for the duration of the project instead of one year terms. The committee members agreed with this proposal.

MOTION: On a motion from Dan Labastie, seconded by Kevin Rudden, to accept terms of membership for the duration of the project.

VOTED: Unanimous.

Andrew mentioned that he received the bill for the ad in the Milford Daily News for ~\$110. He asked if we could pay for this from the existing Taft Library budget and then get reimbursed from the bond later. Mike Ammendolia suggested that the town pay the bill. It was suggested that we take this to the next meeting of the Board of Selectmen, and also for Andrew to check with Claudia to see if this is possible, while also checking with the Dept. of Revenue.

Action: Andrew to check with Claudia on the possibility of paying the bill using the existing Taft Library budget and getting reimbursed later. Susan to check with the DOR to see if this is possible. Joe/Susan will bring this issue to the Board of Selectmen as well to see if the bill should be paid from the Fin Com reserve budget.

X. NEXT MEETING

The next meeting will be on May 23 at 7pm. Don will check to see if the Town Hall is available. The agenda will include a review of the responses to our RFS for OPM, a review of the Decision Action Log, a discussion about plans for the OPM contract, a review of the RFS document for the architectural services, and approval of meeting minutes from May 13th. Andrew offered to gather the responses from Diane Willoughby on the 23rd and will bring them to the meeting.

An additional meeting will be scheduled on May 29th to determine a short list of the responders that will be interviewed.

XI. ADJOURNMENT

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:23 p.m.

Minutes by Don Morin

Approved May 30, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, May 23, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Don Morin, Jay Washburn,
Chuck Noel (arrived at 7:25pm)

Others Present:

Mark Reil, Board of Selectmen

I. Call to Order

The meeting was called to order by Joe Cronin at 7:13 p.m.

II. Approval of Agenda

MOTION: On a motion from Susan Darnell, seconded by Amy Fahey, to approve the agenda.

VOTED: Unanimous as amended.

III. Approval of Minutes

MOTION: On a motion from Don Morin, seconded by Jay Washburn, to approve the meeting minutes from May 13, 2013. No further discussion.

VOTED: Unanimous.

IV. Discuss funding of short term items with Fin Com Chair Rich Schofield

Rich Schofield was unable to attend so this item was passed over.

V. Review Responses from Potential Owner's Project Manager Bidders

Joe informed the committee that we received five bids for the OPM position. However, due to some late questions we need to issue an addendum to the RFS to ask the five bidders two questions: one regarding the filling out of a certificate of non-debarment and another regarding the insurance requirements of the bidder. The group discussed whether or not this addendum needed to be advertised or not. After a lengthy discussion, it was agreed that since the addendum was coming out after the deadline for bids had passed, it would be okay to simply notify the five bidders about the addendum.

The group discussed the wording of the addendum proposed by Joe, and the group agreed to modify the introductory paragraph to the following: Thank you for your proposal in response to the Request for Services for an Owner's Project Manager. As a result of questions received from bid responders, we have created the attached addendum. The deadline for responses to this addendum is being extended. The

submission deadline is as follows: Submissions will be received at the Office of the Mendon Board of Selectmen no later than 2:00pm, Thursday, June 6, 2013. The contact information is below.

The group suggested adding a reference to the original section where insurance was mentioned (section VIII) and to fix some sequence lettering that was not correct (first k should be a, and second k should be i.) It was suggested that we ask for acknowledgement of receipt of the addendum so we can confirm that all five bidders receive the information, and that we also attached a bid form for the bidders to fill out.

The group also agreed to revise the wording around the withdrawal/resubmission of bids, and to add the new addendum to the original RFS and to post it to the website.

MOTION: On a motion from Chuck Noel, seconded by Jay Washburn, to approve the revised addendum and to extend the deadline to June 6, 2013.

VOTED: Unanimous as amended.

VI. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#5 – Find out what it will take to get natural gas to the former church property. – Paul updated the group that NSTAR has completed the survey and the estimate to bring the gas main/service to the new Mendon library at 29 North Avenue would cost ~\$52K. This information will be kept on record for review after we have the architect on board.

#6 – Test fire alarm system once phone is set up at the former church building. – Joe asked Diane Willoughby to check with the insurance company to determine if we need to have the fire alarm system hooked up to a monitoring service to maintain our current insurance rates. The response he got was that it was better to have the system monitored, but having it simply to sound is better than having nothing at all. Paul confirmed that the cost for the service was ~\$400 annually.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Susan sent the proposed budget timeline to Linda Hawkes. Linda will begin the process of getting the project bond funding started for July/August of 2013. In the meantime, Andrew confirmed that the bill for the Milford Daily News ad can come out of '08 State Aid and will be reimbursed through the bond at a later date. CLOSED.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Kevin Rudden was not present but he did inform Don

that he has the septic system plans and will bring them to the next meeting. There are no documents for the well water with the Board of Health.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station. Joe suggested that we take some pieces to 29 North Avenue to put them together and understand how much will be needed and where it can be used. Joe will look into getting some pieces over to the church.

#28 – Invite Rich Schofield to our next meeting. Joe invited Rich to the meeting on May 23rd, but Rich was unable to attend. He will be asked to come to the next meeting.

#29 – Attend Mendon BOS meeting and ask several questions regarding committee appointments, lawn cutting, insurance, future usage of rectory and short term payment of bills. Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS agreed to appoint the committee to additional terms to extend through the life of the project, they will review who will serve as their liaison to the building committee, they will look into getting the lawn cut at the new property and they will look into getting the police to use the rectory as office space in lieu of renting trailers in the center of town. CLOSED.

#30 – Check with Claudia about paying bills with State Aid funds and getting reimbursed with bond money later. Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay. CLOSED.

#31 – Check with DOR about paying short term bills with Taft Library funding and getting reimbursed when bond money is available. There was no need to do this separately as Claudia looked into this for the committee. CLOSED.

VII. OPM Contract Review

There were no new updates to the OPM contract. The committee will use this contract when negotiations with the OPM begin.

VIII. RFS for Architectural Services

Joe shared that he would send the contract he drafted to Diane Willoughby to ask for feedback from town counsel. He also suggested we ask Town Counsel for a full document in case they have one already in place.

IX. Items not reasonably anticipated 48 hours prior to meeting

Susan suggested we review the score sheet and project reference sheet that Amy put together. Paul stated that he has a sample document where we can put different weights on some of the rating questions. He will share this with Amy, and the group will review the process at the next meeting.

X. NEXT MEETING

The next meeting will be on May 30 at 7pm. Don will check to see if the Town Hall is available. The agenda will include a discussion about short term funding with Rich Schofield, a review of the rating document drafted by Amy, a review of the Decision Action Log and approval of meeting minutes from May 23rd. The committee will then meet again on June 6th to review the responses from the bidders for the OPM services.

XI. ADJOURNMENT

MOTION: On a motion from Jay Washburn, seconded by Chuck Noel to adjourn.
No further discussion
VOTED: Unanimous.

Meeting adjourned at 8:44 p.m.

Minutes by Don Morin

Approved June 6, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, May 30, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin,
Moritz Schmid, Jay Washburn

Others Present:

Andrew Jenrich, Library Director

I. Call to Order

The meeting was called to order by Joe Cronin at 7:02 p.m.

II. Approval of Agenda

MOTION: On a motion from Dan Labastie, seconded by Moritz Schmid, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Paul Fitzgerald, seconded by Amy Fahey, to approve the meeting minutes from May 23, 2013. No further discussion.

VOTED: Unanimous. Dan Labastie abstained as he was not present at the previous meeting.

IV. Discuss funding of short term items with Fin Com Chair Rich Schofield

Rich Schofield was unable to attend so this item was passed over.

V. Review Rating Form for Bidders for OPM Services

Amy distributed copies of the Rating Form to be used for rating the bidders for OPM services, along with some evaluation criteria from the Sterling Senior Center OPM and some guidelines for rating the financial stability of companies. She also included a sheet to use for rating bidders based on interviews and references, but the group did not review that item at this time. After reviewing the rating sheet, it was suggested that the committee consider adding weights to the items that will be rated. It was agreed that each of the minimum qualification yes/no items would be worth one point each, while the seven quality of content items would be scored 1-5, with each having its own weight. The following were the suggested weights: Prior Similar Experience – 3; Documented Performance on Public and Private Contracts – 5; References – 1 per reference up to three, if more than three references scored =5; Management Approach – 4; Financial Stability – 2; Qualifications of Consultants – 4; and Capability to Perform Work (workload) – 1.

The maximum number of points a bidder can achieve in the qualitative section is 100, with an additional 24 from the yes/no minimum qualifications list. Don agreed to update the scoring sheet with the agreed upon weighting and will send it to the committee later tonight. All members were asked to return their completed score sheets to Don by June 6th so they can be reviewed at a meeting on June 6th at 7pm.

ACTION: Don to send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting.

ACTION: Building Committee members to send completed score sheets to Don prior to the June 6th meeting.

VI. Update on Addendum to the RFS for OPM

Joe informed the committee that if we went forward with issuing the addendum to the RFS then all of the bidders would potentially drop because none met the minimum insurance criteria recommended by legal counsel and the town's insurance company. It is believed that the amounts suggested are intended for architects and general contractors and not an OPM that will only be compensated \$31.4K for their work. Joe spoke with Lawney Tinio, Chair of the Mendon Board of Selectmen and he agreed that the building committee could send out the non-debarment form to the short list of responders that the committee decides to interview.

MOTION: On a motion from Dan Labastie, seconded by Moritz Schmid, to rescind the decision to issue an addendum to the RFS for OPM services and to instead issue the updated requirements only to those bidders who are short-listed for interviews.

VOTED: Unanimous.

VII. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#6 – Test fire alarm system once phone is set up at the former church building. – Joe reminded the group that the insurance company informed him that while it was better to have the fire alarm go to a monitoring company, just having it sound was better than nothing. Don stated that the schools pay ~\$650 per building for its monitoring. He also stated that he was in touch with Jay Byer (MURSD Business Manager) and Jay said that the two schools in Upton call the Upton Dispatch directly. Mendon's dispatch center is not capable of accepting a direct call today, but they are using a grant to update their dispatch center and it is possible that this option will be available in the future. Jay will keep Don updated when he learns more about the upgrade.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Kevin Rudden was not present but he has the septic system plans and will bring them to the next meeting.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station. Joe suggested that we take some pieces to 29 North Avenue to put them together and understand how much will be needed and where it can be used. Joe, Moritz, and Paul agreed to meet at the trailer on Morrison Drive on June 5th at 6:30pm to take some shelving to 29 North Avenue and set some up to understand how it all fits together, how much space it takes and how much will be needed to support the project.

ACTION: Joe, Moritz and Paul to take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together, how much space it takes, etc. They will do this on Wednesday, June 5th at 6:30pm.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Susan stated that she met with the Parks and Recreation Department officials and they will mow the lawn at 29 North Avenue in July and August. She also stated that Mike Watson volunteered to mow it in June. Susan will trim the shrubs.

Paul Fitzgerald is still without a town email account. He continues to work with technical support at Worldband to try to get it working.

Joe stated that he, Rich Schofield, Lawney Tinio and Chief Horn toured the old rectory building to discuss possible use as police offices instead of renting trailers. After the meeting the town officials suggested that the Planning Department and Building Department move from the basement of Town Hall to the former rectory, and that the police move into the basement of Town Hall. Lawney will take this up at a future Board of Selectmen's meeting.

IX. NEXT MEETING

The next meeting will be on June 6th at 7pm. Don will check to see if the Town Hall is available. The agenda will include a review of the ratings of the bidders for OPM services from all Committee members in order to decide on a short list of responders for interviews, a discussion on the plans for reference checks, a discussion regarding the interview schedule, the interview rating sheet, and questions, a review of the Decision Action Log and approval of meeting minutes from May 30th. The committee will then meet again between June 13th and June 20th to conduct interviews, with hopes of taking a recommendation to the Board of Selectmen the following week.

X. ADJOURNMENT

MOTION: On a motion from Dan Labastie, seconded by Moritz Schmid to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:39 p.m.

Minutes by Don Morin

Approved June 26, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, June 6, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid, Jay Washburn

I. Call to Order

The meeting was called to order by Joe Cronin at 7:05 p.m.

II. Approval of Agenda

MOTION: On a motion from Dan Labastie, seconded by Jay Washburn, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Dan Labastie, seconded by Paul Fitzgerald, to approve the meeting minutes from May 30, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Rating Form for Bidders for OPM Services

Don shared the summary of scores that he compiled from the committee scoring sheets for the OPM. The summary is as follows:

	SCORING					RELATIVE RANK				
	P3	DDC	ACM	LPA	BTA	P3	DDC	ACM	LPA	BTA
Amy	118	35	103	118	86	1.5	5	3	1.5	4
Chuck	111	69	117	122	93	3	5	2	1	4
Dan	116	96	119	107	86	2	4	1	3	5
Don	110	66	118	115	79	3	5	1	2	4
Jay	101	50	92	90	77	1	5	2	3	4
Joe	86	60	98	122	55	3	4	2	1	5
Kevin										
Moritz	101	77	98	105	73	2	4	3	1	5
Paul	106	60	101	106	39	1.5	4	3	1.5	5
Susan	110	32	102	116	86	2	5	3	1	4
	106.56	60.56	105.33	111.22	74.89	2.11	4.56	2.22	1.67	4.44
	Number of first place votes:					2	0	2	5	0

As the summary indicates, the highest scoring bidder for the OPM services was Lamoureux Pagano & Associates, Inc. (LPA). They had the highest score of all five firms on six of the nine scoring sheets, (although two of the six were tied for first with Project Planning Professionals.) Project Planning Professionals (P3) and Atlantic Construction and Management, Inc. (ACM) were second and third, both very close in scoring. Brett Thibault Architect (BTA) and Dennis DiGiando Corporation (DDC) finished fourth and fifth of the five bidders.

MOTION: On a motion from Jay Washburn, seconded by Chuck Noel, to short list the top three firms: LPA, P3 and ACM and to drop the lowest two (BTA and DDC). No further discussion.

VOTED: Unanimous.

V. Discuss process for Reference Checks

Joe suggested that we select references from those projects that were similar in scope and size to the work that we need to perform, i.e. a renovation project in the \$1.5 - \$2.0 million range. The group then brainstormed questions to ask in addition to the ones that Amy supplied at the prior meeting. The questions included the following:

Amy's questions:

- Communication (with Owner, Designer GC, local authorities)
- Knowledge of public construction (bidding/awarding)
- Knowledge of MA building codes
- Design input (life cycle cost analysis; grant applications)
- Project mgt skills (reporting, cost control, schedule mgt)
- Would you hire this firm again?

The Committee added the following:

- What kind of contract was in place?
- What was the overall budget?
- Did the project come in on budget? On time?
- NOTE: We can calculate the % of project that OPM was paid based on above info.
- Attendance at job site meetings
- Value Engineering
- What project planning tools were used?
- What impressed you about their work?
- Is there anything they could have done better or that you would have liked that they change?

Moritz suggested that we have three Committee members interview one reference from each of the top three bidders from our short list. Paul, Amy and Jay volunteered to perform the interviews for the Committee. The group began to review the references listed in the bidders' submissions. From LPA, it was agreed that Amy would contact the Town of Holden, Jay would contact the Town of Petersham and Paul would contact the Town of Sturbridge.

As the group began reviewing the references for ACM, some concerns were raised about both the second and third place bidders, ACM and P3. It was difficult to find references in ACM's proposal where comparable work was performed. Another voiced concern about P3 being located on the South Shore. Joe and Susan mentioned how impressed they were with how highly prepared Mary Bulso from LPA was when she came to the site visit. She had read all the minutes and the Decision Action Log, reviewed all the plans from DRA, and was familiar with all the information on the Taft Library website regarding the project. She was even a visitor to the existing Taft Public Library. Since LPA was the clear top choice among the group, the notion was raised that we should simply check references of our top scorer, and then to interview them for the position and only go back to our second and third choices if we are unable to secure a contract with our top choice. The group liked this suggestion.

MOTION: On a motion from Moritz Schmid, seconded by Susan Darnell, to check references, interview, and try to reach a contract agreement with our top choice on our short list of three: LPA. The Committee will fall back onto the second and third choices (ACM and P3) if we are unable to reach an agreement with LPA. No further discussion.

VOTED: Unanimous.

Joe stated that he would inform Diane Willoughby of the Committee's decision and will craft a statement for Diane to share with the bidders. It will consist of something like the following: "The Taft Library Building Committee has completed its short listing of three responders to its Request for Services for an Owner's Project Manager. The committee is currently planning to interview its top choice. Pending approval by the Mendon Board of Selectmen, the Town of Mendon hopes to complete contract negotiations with the selected firm."

ACTION: Joe will contact Diane Willoughby to request that LPA be invited to an interview on June 18th at 7:30pm at the Mendon Town Hall. He will also provide Diane with a statement to send to the other four firms regarding the status of the OPM selection process.

VI. Discuss Interview Questions and Interview Schedule

Joe suggested that we target June 18th for the interview, with a duration of ~45 minutes. The Committee can post for 7pm and have the OPM candidate arrive at 7:30pm. The group then brainstormed a list of questions for the candidate. They consisted of the following:

What challenges do you anticipate with this renovation project?

Do you understand that we only have \$31.4K for the OPM work?

Tell us about your work experience with libraries.

Tell us about your OPM experiences.

What resources can you draw upon within LPA without increasing the OPM stipend?

Validate that LPA included all information from the RFS. If anything was left out, inquire about it during the interview.

What type of communication can we expect? What type of reports?

Describe a time when you hit a major obstacle during a project and what you did to resolve the issue.

VII. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Kevin Rudden was not present but he has the septic system plans and will bring them to the next meeting.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station.

#32 – Send updated rating sheet with appropriate weights to the full Committee after the May 30th meeting. – Don did this as requested. CLOSED

#33 – Send completed score sheets to Don prior to the June 6 meeting. – Nine of the ten Committee members were able to complete the scoring on time. CLOSED

#34 – Take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together. – Joe, Paul and Moritz took some pieces to 29 North Avenue on June 5th to put them together and understand how much will be needed and where it can be used. Unfortunately, they didn't have all the right pieces, so they will meet again on June 11th at 6:30pm at Morrison Drive to get more shelving pieces and to do more work.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that he had done some research on ADA requirements, and that library shelving must have 42 inch aisles between them and 48 inches at the end for wheel chair turning radius. Joe will ask Kevin to look into ADA requirements for report out at a future meeting.

ACTION: Joe will ask Kevin to look into ADA requirements for public libraries in order to educate the Committee.

Susan mentioned that Judy Leonelli donated her real estate commission for the sale of the church (\$3000) to the project. She asked Don to add it to our volunteer donation tracking sheet. The Friends of the Taft Public Library has accepted the check and will hold it until it is needed for the project. The Friends will also send a thank you letter to Judy. Don was asked to have the donation sheet posted to the library website, which he agreed to have done.

ACTION: Don will add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list posted to the renovation website.

IX. NEXT MEETING

The next meeting will be on June 18th at 7pm. Don will confirm that the Town Hall is available. The agenda will include an update on the OPM reference checks, a review of the Decision Action Log and approval of meeting minutes from June 6th. The committee will then conduct an interview with the OPM starting at 7:30pm. Depending on how the reference checks go, Amy, Jay and Paul will need to come prepared to follow up on any questions that may have been raised as a result of the reference checks.

X. ADJOURNMENT

MOTION: On a motion from Moritz Schmid, seconded by Jay Washburn to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:41 p.m.

Minutes by Don Morin

Approved June 26, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, June 18, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid, Jay Washburn

I. Call to Order

The meeting was called to order by Joe Cronin at 7:01 p.m.

II. Approval of Agenda

MOTION: On a motion from Dan Labastie, seconded by Susan Darnell, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Review of Reference Checks for Lamoureux-Pagano (LPA), proposed OPM

Paul gave an overview of the information he received from the Sturbridge Town Manager. Everything was positive. Amy gave the same feedback from the Chairman of the Public Safety Building Committee from the Town of Holden, as did Jay from a Library Trustee from Petersham. The only thing Jay heard that the OPM could have done better was the interview. The trustee stated that the OPM did not interview well and was a bit on the boring and dry side. All three references, however, would hire the OPM again if the need arose. The only concern expressed was that the \$31.4K stipend may limit the support of the OPM, however Susan stated that the OPM was present at the walk-through and was well aware of the stipend that we had to offer. The comments from the reference checks performed by Paul, Amy and Jay are attached.

IV. Review/Agree on List of Interview Questions and Interview Process

Don distributed copies of the interview questions that the committee came up with at the last meeting on June 6th. The committee reviewed the questions and made a few minor revisions and a couple of additions. The final interview question list is as follows:

- a. Validate that LPA has the debarment form with them and ask them for it.
- b. Tell us about your work experience with libraries. You've seen the site and reviewed the documents we have made available. The project is unique in that we're renovating a church into a library. Do you have any creative ideas about this project? What excites you about it?
- c. What challenges do you anticipate with this renovation project?
- d. Tell us about your OPM experiences, specifically for Mary Bulso.
- e. How do you manage the general contractor?

- f. Do you understand that we only have \$31.4K for the OPM work? What is the LPA billing structure/payment frequency?
- g. What resources can you draw upon within LPA and your consultants for this project?
- h. Based on what you know today, what do you think the cost of the renovation project should be?
- i. What type of communication can we expect? What type of reports?
- j. Describe a time when you hit a major obstacle during a project and what you did to resolve the issue.
- k. Is there any work that was outlined in the RFS that you take exception to?

The interview will take place on Wednesday June 26th, with a brief introduction from the potential OPM of 10-15 minutes followed by the interview for ~45 minutes. The meeting is already posted for 7pm and Joe has asked the potential OPM to arrive at 7:30pm. The group can open the meeting and discuss any last minute details in order to prepare for the candidate. It was suggested that each member of the group read a question from the list and to just go in order around the table based on where everyone is sitting.

Don mentioned that he had a work commitment on June 26th and will not be able to attend. He asked for a volunteer to take the minutes. Susan said she will bring her laptop and will take the minutes.

V. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Kevin Rudden was not present but he has the septic system plans and will bring them to a future meeting.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station.

#34 – Take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together. – Joe, Paul and Moritz took some pieces to 29 North Avenue on June 5th to put them together and understand how much will be needed and where it can be used. Since they didn't have all the right pieces they were planning on meeting again on June 11th but they got rained out. They will have to try again sometime in the future.

#35 - Contact Diane Willoughby to request that LPA be invited to an interview on June 18th at 7:30pm at the Mendon Town Hall. He will also provide Diane with a statement to send to the other four firms regarding the status of the OPM selection

process. – Joe contacted Diane and LPA will not be available on the 18th so the interview is now scheduled for the 26th. CLOSED.

#36 - Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee. – Joe asked Kevin to look into this and he did, verifying that the spacing between shelving should be 42". References to the pertinent Mass. General Laws are attached. CLOSED.

#37 - Add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list posted to the renovation website. – Don added Judy Leonelli's name to the donation tracking sheet. Joe suggested we also add the names of those who volunteered to cut the lawn at the church: Jay Washburn (once) and Mike Watson (twice). Don agreed to do this as well. Susan contacted a landscaper and estimated that this has saved the committee ~\$50 per mowing.

VI. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that he had recently checked out the site of the new library after heavy rains and noticed that rain was coming in under the bottom of the back door to the basement, but that it wasn't bad. He also stated the he saw some minor leaks from an interior partition wall that may be from the roof, but if so they were very minor.

Don reminded the group to get sworn in for the Building Committee term that starts with the new fiscal year (July 1, 2013).

Paul asked if the Library Trustees had any formal fundraising plans. Susan said that there were no formal plans yet. Moritz suggested looking into the possibility of selling bricks where people can donate money to have their name etched into a brick that could be used during construction. The group was intrigued by the idea and will need to revisit it later in the project.

VII. NEXT MEETING

The next meeting will be on June 26th at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from June 6th and 18th, a review of the Decision Action Log and a final review of the OPM interview questions and process. The committee will then conduct an interview with the OPM starting at 7:30pm. After the interview the committee will discuss impressions and whether to proceed with a recommendation to the Board of Selectmen.

VIII. ADJOURNMENT

MOTION: On a motion from Chuck Noel, seconded by Dan Labastie to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 7:52 p.m.

Minutes by Don Morin

APPROVED July 2, 2013

Minutes of the Taft Library Building Committee

6/26/13

Attending: Joe Cronin, Moritz Schmid, Amy Fahey, Paul Fitzgerald, Dan Labastie, Jay Washburn, Susan Darnell, Kevin Rudden, Chuck Noel

Also attending: Andrew Jenrich, Mark Reil

Meeting called to order at 7:04, with a motion by Jay, seconded by Dan, and approved unanimously.

The agenda was approved unanimously with a motion by Kevin and seconded by Susan.

Minutes of the meeting on June 6 and June 18 were approved with eight ayes and one abstention on a motion by Paul and seconded by Chuck.

Under items Not Reasonably Anticipated:

- a reminder to those members who have not yet been sworn in that their membership expires at the end of the fiscal year

- the storage of the shelving in Tinio trailers will cost \$75 per month per trailer. It is estimated that it may take three months to empty the trailers for a cost of \$450. Kevin generously volunteered to cover the expense.

Presentation by LPA regarding the OPM proposal by. Michael Pagano, Robert Para, and Mary Bulso

The team emphasized their experience in adaptive reuse, in a variety of diverse projects in terms of size and function, and a recent project Involving WPI and Worcester Tech. They also have worked with DRA previously. They stressed the need for a comprehensive Existing Conditions Report in order to identify issues early on in the process.

The Committee requested that they provide a detailed proposal on which tasks itemized in their chart would be completed by LPA and which would be

addressed by others, such as the GC. That proposal will be emailed to the BOS office with a copy to Joe as backup by July 1 and reviewed by the Committee on July 2.

The next meeting is scheduled for Tuesday July 2 in the Upper Town Hall.

Meeting adjourned at 8:45 on a motion by Kevin and seconded by Chuck.

Minutes by Susan Darnell

APPROVED July 31, 2013

MINUTES OF TAFT BUILDING COMMITTEE

JULY 2, 2013

Attending: Don Morin, Joe Cronin, Moritz Schmid, Amy Fahey, Kevin Rudden, Jay Washburn, Dan Labastie, Susan Darnell, Paul Fitzgerald, Chuck Noel

Meeting called to order at 7:05 PM

Agenda approved unanimously on a motion by Kevin and seconded by Don

Minutes of the June 26th meeting approved unanimously on a motion by Kevin and seconded by Jay.

Discussion of proposal submitted by LPA:

-the Committee had requested that LPA submit a proposal that would delineate the tasks that they would perform as OPM and which tasks would be handled by others (architect, owner, GC). LPA also volunteered to provide a statement as to their hourly billing rate.

-LPA submitted those documents which were reviewed and discussed by the Committee. There was agreement on the assignment of tasks to the individual parties. There was discussion as to LPA's intent to remain within their budgeted figure. The Committee decided that LPA could bill for the difference between their proposal and the stipend, with the permission of the Committee for the increase. This issue will be clarified in contract negotiations.

-A motion was made by Kevin and seconded by Moritz that the Committee recommend to the BOS that they enter into contract negotiations with LPA, utilizing the contract already prepared by Town Counsel, and using the documents prepared by LPA as attachments. This motion passed unanimously.

A motion was made by Dan and seconded by Moritz, that the payment schedule be changed to monthly, and the maximum obligation be reduced to \$27,500. This motion passed unanimously.

Joe will request of Diane that 1) LPA be notified of the decision by the Committee 2) that the Committee be placed on the BOS agenda for the meeting on 7/15 and 3) that she notify LPA that the 30 day schedule for reimbursement of invoices needs to include time for the approval of the invoice by the Committee prior to its submission for payment by the Town Accountant

There was further discussion of the Rectory and the role of the Committee. The BOS is responsible for planning for and maintaining the Rectory which is a municipal building outside of the charge of the Committee. At the moment there seem to be no plans for its use and no budget to maintain it.

There was a meeting on 7/1 to discuss the timetable for the bond proceeds, attended by the Treasurer, Chair of the FinCom, Chair of the Trustees, and the Town's investment advisor. The best schedule for the sale of the bonds does not align with the cash flow projection approved by the Committee, with a difference of approximately \$28,000. The proposed solution is to borrow \$45,000 against the General Fund; this is a paper transaction with no costs involved. The Treasurer will pursue this with the BOS at their next meeting.

Joe will need to work at nights for the next three months. As Vice Chair, Paul will take over for the period with Joe's occasional participation.

Paul, Don, Susan and any other interested Committee member will attend the BOS meeting on the 15th. The next Building Committee meeting will be scheduled in the future. Managing the RFS for Architectural Services is the next task. The OPM will be requested to present a plan as to how they can assist with the process.

Kevin volunteered his availability for projects during the day.

On a motion by Dan, seconded by Chuck and passed unanimously, the meeting was adjourned at 8:10.

Submitted by Susan Darnell

Approved August 14, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, July 31, 2013
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn

Others Present:

Andrew Jenrich, Library Director

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:04 p.m.

II. Approval of Agenda

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Meeting Minutes – July 2, 2013

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from July 2, 2013. No further discussion.

VOTED: Unanimous.

IV. Review RFP for Designer Services

The Committee reviewed the draft RFP for Designer Services created by Joe Cronin. Amy Fahey shared another RFP from the Town of Weston as a reference. The group felt that the format of the document from the Town of Weston was preferred over the format in our draft version of the document. Amy also highlighted a few items from the Weston document that we should consider adding to our draft.

The Committee did an in depth review of the draft document and highlighted some discrepancies with the terminology used to refer to the Town, the Committee and the Design Firm. Don agreed to do a global search and replace to remove references to “owner” and “awarding authority” and replace it with the “Town”. Similarly, references to “designer” will be replaced with “design firm”.

Don noted that the Certificate of Vote form was included in the back of the document but there was no reference in the document to have the bids include this form. Don will update the document to specify this. Don also noted that several references to the OPM should be replaced with the “design firm” in the document.

Amy suggested that the verbiage “alternative energy methodology” be replaced with “green building and energy/water efficiency components”. Don highlighted a few references to the Taft Library Trustees that should be replaced with the appropriate group responsible for the task described: the Committee, the BOS, or the Town, depending on the item.

Don mentioned that a reference to Attachment A was made in section V but that there was no attachment. Paul agreed to create such an attachment, which would be a Payment Schedule/Cash Flow Summary. At the same time, he suggested we add an attachment B, which would outline a fee breakdown sheet for the project. Finally, Paul also suggested we add specific review phases to the document so it is clear that the Committee will review design proposals at certain phases, like 30%, 70%, 90%, etc. He will work with the OPM on this as we revise the proposal.

It was mentioned that no provisions for using email were outlined in the section regarding questions, addendum or proposal modifications. The group thought that email was a reasonable means of communication, and verbiage will be added similar to what was included in the OPM RFS.

In the evaluation of proposals section, it states that the final selection will be made by the Library Trustees. This will be changed to the BOS. Also, in the statement regarding the final decision not being subject to appeal, the Library Committee isn’t responsible for this, and the verbiage will be replaced with the Town.

Don agreed to fix some typos that were identified by the Committee in the document.

It was suggested that we provide our OPM with both our draft document and the one from the Town of Weston and ask if they can compare and contrast the two and recommend one final revision for posting. Paul will be in contact with Mary Bulso from Lamoureux – Pagano to request this support.

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to allow Don to update the RFS for Designer Services per the inputs provided at the meeting and to provide it to Paul for submission to the OPM for review, along with the document from the Town of Weston. No further discussion.

VOTED: Unanimous.

ACTION: Don to update the RFS for Designer Services and to provide it to Paul for submission to the OPM for review, along with the document from the Town of Weston.

V. Review Open Actions on Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req’ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in trailers at 8 Morrison Drive and at

the Tinio lot in Bellingham. The shelving needs to be removed from the trailers. Paul will work with Moritz to determine if the shelving is useful to the project (see item #34 below). Pending the outcome of that action, decision will be made whether to store shelving in the garage behind the old rectory at the project site or recommend that the material be scrapped.

#34 – Take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together. – Paul, Joe and Moritz tried to put the shelving together but there are many pieces, including buckets of bolts and nuts. They were not able to figure out how to assemble the shelves. Moritz will be checking with Consigli and U Mass Dartmouth to try to find someone who knows how to put the shelving together. He will also try to identify the manufacturer to try to get assembly instructions. If we are unable to determine how to assemble the shelving, we may have to recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this at the next meeting.

#38 - All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013. – All members have been sworn in for FY 2014. CLOSED.

#39 - Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services. - Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate with LPA for OPM services. Contract negotiations are nearly complete at this time. CLOSED.

#40 - Request OPM for a plan on how they can assist with the process of selecting an architect. - Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services.

VI. Items not reasonably anticipated 48 hours prior to meeting

Kevin suggested that since the rectory was over 50 years old it was eligible for CPA funding for renovations. He offered to put together a request to meet with the CPC to discuss opportunities for CPA funding in the near future, perhaps in the September timeframe. Kevin will bring a proposal to the next meeting.

ACTION: Kevin to put together a request to meet with the CPC to discuss opportunities for CPA funding in the near future, perhaps in the September timeframe, and bring a proposal to the next meeting.

Don informed the committee that the OPM contract is nearly complete. Legal Counsel for the Town and for LPA have agreed on all but one remaining item regarding insurance coverage and binders. Once that is resolved, the contract will be signed and approved.

Don also informed the committee that P3 Project Planning Professionals, one of the bidders for the OPM contract that didn't get selected has requested a meeting "to review the other proposals for this position to compare and contrast to see what areas [they] can improve on for future project proposals". Town Counsel reviewed this request and recommended that the Committee honor this request but that it first must redact from the proposals any social security numbers, driver's license

numbers and bank and financial account numbers prior to reviewing the hard copy documents with P3. Kevin agreed to redact this information from the competing proposals and will bring the updated documents to the next meeting for a secondary review prior to sharing with P3. Don will let Diane Willoughby know that we will have the documents ready for P3 to review after our next meeting, which will be scheduled for August 14th.

ACTION: Kevin to redact social security numbers, driver's license numbers, and bank/financial account numbers from the written proposals for future review by P3 Project Planning Professionals.

ACTION: Don will let Diane Willoughby know that we will have the documents ready for P3 to review after our next meeting, which will be scheduled for August 14th.

VII. NEXT MEETING

The next meeting will be on August 14th at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from July 31st, a review of the Decision Action Log, a discussion with the OPM about the RFP for Designer Services, a review of the redacted proposals for review by P3, a decision on how to proceed with the donated shelving and a review of a proposal to meet with the CPC to discuss possible use of CPA funds for renovation of the rectory.

VIII. ADJOURNMENT

MOTION: On a motion from Paul Fitzgerald, seconded by Chuck Noel to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:15 p.m.

Minutes by Don Morin

Approved August 21, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, August 14, 2013
7:00 p.m.

Committee Members Present:

Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Moritz Schmid
Chuck Noel arrived at 7:28pm.

Others Present: None

I. Call to Order

The meeting was called to order by Don Morin at 7:10 p.m.

Don informed the team that six members are needed for a quorum, and Chuck Noel was on his way but was delayed in leaving work. Kevin Rudden and Jay Washburn informed the group that we can share some informational updates but that we should wait for Chuck before we formally deliberate any topics so we can do so when we have a quorum. That will allow us to vote on items as well.

II. Approval of Agenda

This item was passed over until Chuck was present.

III. Approval of Meeting Minutes – July 31, 2013

This item was passed over until Chuck was present.

IV. Informational Update

Don let the group know that our OPM, Mary Bulso had a conflict and wasn't able to attend the night's meeting. We will need to post another meeting that Mary can attend to help review our RFP for Designer Services with us. Mary is open all next week. Don did let the group know that the draft RFP for Designer Services, along with the sample from the Town of Weston and the two attachments created by Paul Fitzgerald were all provided to Mary for her review prior to meeting with us.

Moritz informed the group that he has been looking into the shelving that was secured by Lawney Tinio from UMass-Dartmouth. He reported that the Super for the project is no longer with Consigli and he has not been able to identify the manufacturer of the product to obtain assembly instructions. All he has is a couple of photos of the assembled shelving when it was in use. He stated that it would take a lot of time and effort to sift through all the material to figure out how to put it all together. There are many different sizes of shelving all mixed together, and the assembly material of nuts and bolts are all mixed together in big buckets or just strewn about loosely. The group thanked Moritz for his work and decided to wait for Chuck to arrive to decide the next course of action.

Kevin informed the group that he was able to review all the bids received for the OPM position and redacted the confidential items. He redacted engineering license numbers, insurance policy numbers and financial information. They are ready for review with P3, the bidder that requested to review them. A meeting will need to be scheduled with P3 to invite them in to review the information.

Kevin also informed the group that he was able to draft a statement to be provided to the CPC. He distributed copies of the statement to the group for review. The group agreed to wait for Chuck to deliberate on it.

At this time Chuck Noel arrived (~7:28pm), establishing a quorum so that the group could begin deliberating and voting on the agenda items.

V. Approval of Agenda

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

DISCUSSION: Kevin Rudden noted that he never attended any other meetings where the agenda was voted on with the exception of the Mendon-Upton Regional School District committee meetings and this committee. Don explained that he puts this item on the agenda because it worked well during his tenure on the Regional School District because it allowed for the group to re-order items on the agenda and to highlight any items that may need to be passed over, providing more transparency to those who may be in attendance. Kevin accepted that explanation as a logical reason for having this item.

At this time Don informed Chuck (and the rest of the Committee again) that we needed to pass over the agenda topic for reviewing the RFP for Designer Services with our new OPM as the OPM had a conflict and wouldn't be able to attend our meeting this evening. The Committee will need to schedule a follow up meeting to cover this topic.

VOTED: Unanimous.

VI. Approval of Meeting Minutes – July 31, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the meeting minutes from July 31, 2013.

DISCUSSION: None.

VOTED: Unanimous.

VII. Discussion with OPM Regarding Status of RFP for Designer Services

This item was passed over as the OPM was unable to attend the meeting this evening due to a conflict with another meeting for another project.

VIII. Decision on Use of Donated Shelving from U Mass Dartmouth

Don provided a summary to Chuck of the update given by Moritz earlier in the meeting (see above). As a result of the current status with the shelving, the group decided that it was best to send a message to Lawney Tinio thanking him for helping to secure the shelving, but due to the current condition in which the shelving is stored, it is best to simply scrap it and move on.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to ask our Committee Chair or Vice Chair to send a message Lawney Tinio thanking him for his dedicated service in trying to secure the shelving for the Taft Library project, but also informing him that due to the current status of the materials we'd like to ask him to consider selling the material for scrap in hopes that the funds received would cover the expenses from him storing it for a few months. The Committee would also like to ask Lawney to inform us if any of his expenses aren't covered so we can take appropriate action. Also, if surplus funds are left after expenses are covered, ask Lawney if he would consider donating them to the Library Building Project.

DISCUSSION: None.

VOTED: Unanimous.

IX. Review Open Actions on Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

All other open actions were already reported on earlier in the meeting.

X. Scheduling a Review of Redacted OPM Proposals with P3

Don provided a summary to Chuck of the update given by Kevin earlier in the meeting (see above). Given that the documents are now ready, Don suggested and Kevin agreed that we should ask our Chair or Vice Chair to arrange a meeting with P3 to review the redacted proposals. Don agreed to contact our Chair and Vice Chair, along with the Administrative Assistant for the Board of Selectmen who has been the liaison to the bidders, to determine how to set up the meeting to review the redacted documents.

ACTION: Don will contact Joe and Paul to determine how to work with Diane Willoughby to arrange for a meeting with P3 to review the redacted bids received for the OPM position.

XI. Proposal to Meet with CPC to Discuss Opportunity for CPA Funding

Kevin distributed copies of a statement to request the CPC to meet to discuss opportunities for CPA Funding. The statement read: "The Taft Library Building Committee would like to meet with the Community Preservation Committee when you reconvene in September to discuss whether the renovation of St. Michael's

Church is eligible for Community Preservation funding as an historic structure.” Jay Washburn suggested that the words “and/or the rectory” be added after “Church” in the statement, and the group agreed.

MOTION: A motion was made by Chuck Noel, seconded by Moritz Schmid, to accept the proposed statement provided by Kevin as amended and to ask our Chair or Vice Chair to submit it to the chair of the CPC, Anne Mazar.

DISCUSSION: None.

VOTED: Unanimous.

ACTION: Don agreed to contact Joe and Paul to ask one of them to get in contact with the CPC to discuss the opportunity for CPA funding using the statement provided above.

XII. Items not reasonably anticipated 48 hours prior to meeting

Kevin asked about the status of the OPM contract and Don informed the group that the contract was approved by legal counsel from the Town and from the OPM, but that the Selectmen weren’t able to sign it this past Monday (August 12) as it wasn’t posted on the agenda. They will sign the contract at their August 26 meeting.

Kevin also mentioned that he read in the Milford Daily News that the Town will issue a 15 year bond for the project in the November.

XIII. NEXT MEETING

The next meeting will be on August 21st at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from August 14th, a discussion with the OPM about the RFP for Designer Services and a review of open items on the Decision Action Log.

XIV. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 7:44 p.m.

Minutes by Don Morin

Approved August 27, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, August 21, 2013
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn; Susan Darnell called in from 7:55pm – 8:05pm via cell phone

Others Present:

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

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:04 p.m.

II. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Meeting Minutes – August 14, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the meeting minutes from August 14, 2013. No further discussion.

VOTED: Unanimous.

IV. Discussion with OPM Regarding Status of RFP for Designer Services

Mary Bulso, OPM, Lamoureux-Pagano Associates walked through recommendations for modifications/additions to our RFP for Designer Services document. She preferred the layout of our document to the one from the Town of Weston, as it was similar to what she was accustomed to using. She walked through several updates to the RFP, including adding an email address for the Administrative Assistant to the Board of Selectmen, rewording the project from “remodel an existing building” to “adaptive reuse of a former church building”, rewording the section around compensation and updating some wording here and there. The Committee inquired about adding Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) goals to the document, and Mary asked if any state money was involved, as that would make those goals mandatory. The Committee informed Mary that the project was entirely Town funded, but some private donations are also expected to help defray the cost. Mary said that she would add a section covering MBE/WBE goals to the document.

Mary stated that she would make the recommended changes and get them to Don by Friday so they can be distributed to the Committee for review. The Committee would

like to review and approve the updated document at the next to-be-scheduled meeting, targeting one day in the next week.

Next the Committee discussed putting together a schedule to follow once the RFP is approved. The group proposed the following, which will be reviewed and approved at the next scheduled meeting:

Approve RFP for Designer Services – 8/27 (Committee)
Forward RFP for review by Town Counsel – 8/28 (Don)
Review/approve any changes from Town Counsel – 9/5 (Committee)
Advertise in Central Register and Dodge Report – 9/6 for posting on 9/18 (Amy)
Advertise in Milford Daily News – 9/6 for posting on 9/18 (Don/Andrew)
Site Visit – 9/25 (Joe/Paul/Andrew/Mary)
Questions Due by 2pm in Mendon BOS office – 10/3
Responses Due by 2pm in Mendon BOS office – 10/17

The Committee suggested increasing the number of hard copies to 11, allowing for all Committee members and the OPM to have a hard copy. Mary also suggested adding the proposed contract to the RFP. Since the Committee does not have a draft contract from Town Counsel for this purpose, Mary suggested adding the AIA standard form of agreement between an owner and an architect. Mary will provide us with a copy of this agreement that we can run by Town Counsel for review.

V. Review Open Actions on Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#19 – Follow up on available shelving at U Mass Dartmouth. – Don informed the Committee that Joe Cronin has contacted Lawney Tinio to inform him of the Committee's decision not to use the shelving due to its condition. Lawney will take care of the shelving from here. This item is now CLOSED.

#45 - Contact Joe and Paul to determine how to work with Diane Willoughby to arrange for a meeting with P3 to review the redacted bids received for the OPM position. – Don informed the Committee that he has been in contact with Joe, Paul and Diane and that Joe will work with P3 to arrange a day/time to review the redacted bids for the OPM position.

46 - Contact Contact Joe and Paul to ask one of them to get in contact with the CPC to discuss the opportunity for CPA funding using the statement provided by Kevin Rudden. – At this point in the meeting Amy Fahey called Susan Darnell to allow her to participate remotely via cell phone to update the Committee on the CPC history. Susan informed the group that the Taft Library Trustees had met with the CPC and Historical Commission in the past when they were considering purchasing the church property. The Historical Commission voted that the church building would not be eligible for CPA funding but that the existing Taft Library would. There was no discussion on the rectory, but Susan felt we should wait to

determine the future plans for the rectory until after we work with the architect on the adaptive reuse of the former church. At that time we will have a clearer picture of the plans for the rectory and can pursue funding if it makes sense.

MOTION: A motion was made by Kevin Rudden, seconded by Paul Fitzgerald, to rescind the motion from August 14th to contact the CPC about potential CPA funding for the former church and rectory. No further discussion.

VOTED: Unanimous.

VI. Items not reasonably anticipated 48 hours prior to meeting

Paul asked Mary to share some of the services she anticipates having to provide to the Committee. She mentioned that normally she coordinates meetings, takes minutes, levels the bids received from potential architects, helps check references, helps to set up scoring sheets to rank the bidders, etc. The Committee felt that since the fee was so small we would use Mary for those things that we needed her to perform, with the Committee picking up the rest. Don will continue to take minutes for standard Building Committee meetings, but Mary will be asked to take them for specific meetings with the architect, GC, etc. further down the road. The Committee also informed Mary that it already had an effective scoring system to rank the bidders that Amy put together. This will free up Mary to focus on those items that we need her to focus on.

Mary asked if she could get a contact list of all Building Committee members. Don agreed to send it to her.

VII. NEXT MEETING

The next meeting will be on August 27th at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from August 21st, review/approval of the RFP for Designer Services and the schedule to hire a firm for these services, and a review of open items on the Decision Action Log.

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to meet next on Tuesday, August 27th at 7pm in the Upper Town Hall. No further discussion

VOTED: Unanimous.

VIII. ADJOURNMENT

MOTION: A motion was made by Chuck Noel, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 8:10 p.m.

Minutes by Don Morin

Approved September 16, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Tuesday, August 27, 2013
7:00 p.m.

Committee Members Present:

Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn;
Moritz Schmid arrived at 7:15pm

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:04 p.m.

II. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Meeting Minutes – August 21, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from August 21, 2013.

DISCUSSION: Don mentioned that there was a typo in the motion for the next meeting date (Sept. 17 vs. Sept. 27) and that we should amend the minutes to fix this error.

VOTED: Unanimous as amended.

IV. Approval of Schedule and Final RFP for Designer Services

The group shared their comments and questions on the RFP for Designer Services. Many suggestions were made for changes, including updating the dates throughout the document, improving consistency of verbiage from one section to another, updating reference to Acknowledgement of Addenda Form vs. Bid Form, rewording the project timeframe in the background section, replacing reference to “contract” with that of the AIA document, updating the Standard Design Firm Application Form in the back with the latest version available, beefing up the evaluation criteria section by using the criteria from the Town of Weston document and using the format from our RFS for the OPM and several typos and minor wording updates.

Don and Mary will work together to get an updated version distributed to the Committee so everyone can review it prior to the next meeting.

V. Review Open Actions on Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#45 - Contact Joe and Paul to determine how to work with Diane Willoughby to arrange for a meeting with P3 to review the redacted bids received for the OPM position. – Don informed the Committee that Joe has been in contact with Diane Willoughby about arranging a day/time to review the redacted bids for the OPM position with P3. Kevin still has the redacted copies. Paul suggested that Kevin leave them with Diane Willoughby. He said he would.

#48 - Provide list of all Building Committee member emails to OPM. – Don provided this list to Mary Bulso. This item is now CLOSED.

VI. Items not reasonably anticipated 48 hours prior to meeting

Paul informed the Committee that the Mendon Board of Selectmen signed the contract with the OPM at their meeting on Monday, August 26th.

VII. NEXT MEETING

The next meeting will be on September 5th at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from August 27th, review/approval of the RFP for Designer Services and the schedule to hire a firm for these services, and a review of open items on the Decision Action Log.

VIII. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 8:05 p.m.

Minutes by Don Morin

Approved September 16, 2013

MINUTES

TAFT LIBRARY BUILDING COMMITTEE

September 5, 2013

Attending: Paul Fitzgerald, Amy Fahey, Kevin Rudden, Jay Washburn, Dan Labastie, Susan Darnell

Also: Mary Bulso

- I. Motion to approve the agenda by Kevin, seconded by Jay, approved unanimously.
- II. Approval of minutes of 8/27 meeting was passed over
- III. Discussion of the final version of the RFS, prior to submission to Town Counsel. The following edits were noted:
 - a) On page 1, second paragraph, substitute “next normal Town Hall business day” for “next business day”
 - b) Delete “Clerk of the Works” on page 3 and 4 and anywhere else it might be found
 - c) On page 10 delete the last line, which was an internal comment of the Committee
 - d) Revise Section 10 as follows “Questions may be delivered, mailed, emailed or faxed. Written responses will only be delivered, mailed, emailed, or faxed to applicants on record as having received the proposal.”
 - e) Page 13 Section 14 align RFP/RDS to be consistent
 - f) Missing period on section 14
 - g) Section II, section 11a change “Owner” to “Town” and also in Section XIV

A motion to accept the RFS with these edits was made by Jay and seconded by Dan and approved unanimously. Susan will provide the edits to Don who will send the revised document to Town Counsel for their review.

- IV. There was a discussion as how to best coordinate the efforts of the Trustees in refining the program needs to present to the Design Team and the Building Committee, and on what timeline. The Trustees plan to speak with other libraries that have recently gone through a building process, and also survey the preferences of Mendon groups.

Generally speaking, those ideas need to be presented in January 2014.

Amy, Andrew, and Susan will continue to facilitate communication between the groups and the two entities may also meet together.

- V. Mary provided the Certificates of Liability Insurance to accompany the OPM contract. She will deliver them to Diane on Monday.

- VI. Next meeting scheduled for Friday Sept. 13 at 7 PM

A motion to adjourn the meeting at 8:30 was made by Jay and seconded by Kevin, approved unanimously.

Minutes by Susan Darnell

Approved October 8, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Monday, September 16, 2013
7:00 p.m.

Committee Members Present:

Susan Darnell, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:03 p.m.

II. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Susan Darnell, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Meeting Minutes – August 27, 2013 and September 5, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from August 27, 2013.

DISCUSSION: None.

VOTED: Unanimous.

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden, to approve the meeting minutes from September 5, 2013.

DISCUSSION: Don suggested that he add that the minutes were written by Susan Darnell.

VOTED: Unanimous as amended.

IV. Approval of Final RFP for Designer Services Selection

The group shared their comments and questions on the recommendation from Town Counsel that we need to submit an RFQ and not an RFP for Designer Services. Upon the recommendation from Town Counsel, we also need to add the not-to-exceed fee for these services to the ad and the RFQ. The group questioned whether this was actually required. Upon checking Massachusetts General Laws Chapter 7C Section 47, it wasn't clear to the Committee that this was indeed required. The group also wasn't sure what was budgeted for these services. Don checked the original estimated budget put together by DRA and discovered that ~\$125,600 was planned for Designer Services. Since this was < 8% of the estimated \$1.7 million for the project, it was agreed that we should put this fee into the RFQ and the advertisement.

Since there were many changes to the RFQ, the group agreed to focus on the advertisement instead and to review the RFQ at a future meeting.

V. Advertisement and Posting Plans for the RFQ for Designer Services

Don informed the group that the advertisement needs to be submitted by Tuesday, September 17th to the Central Register in order to maintain our current timeline. Don will add the not-to-exceed fee, he will remove the reference to when the responses are to be opened, and he'll fix a couple of typos and grammatical errors. Susan contacted Amy to confirm that she would be able to submit the ad to the Central Register and Dodge Report, and Don agreed to submit the ad to the Milford Daily News.

MOTION: A motion was made by Dan Labastie, seconded by Jay Washburn, to approve the Notice to Responders advertisement as amended.

DISCUSSION: None.

VOTED: Unanimous.

VI. Items not reasonably anticipated 48 hours prior to meeting

Susan mentioned a few items that she thought should be modified in the model Contract, including removing a few sections. Mary stated that she would confer with Mike Pagano about the model Contract for discussion at the next meeting.

Susan also mentioned that the Library Trustees will be looking at fund raising and grant opportunities for the project.

VII. NEXT MEETING

The next meeting will be on September 19th at 6:30pm in the upper Town Hall. The agenda will be solely to review/approve the RFQ for Designer Services.

VIII. ADJOURNMENT

MOTION: A motion was made by Susan Darnell, seconded by Chuck Noel, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 8:20 p.m.

Minutes by Don Morin

Approved October 8, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Monday, September 19, 2013
6:30 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn;
Susan Darnell arrived at 6:50pm

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 6:31 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Review/Update/Approve RFQ for Designer Services Selection

The group shared its comments on the RFQ received from Town Counsel. The updates included the addition of the library website as a location to obtain the RFQ, removal of the day/time when the bids would be opened, addition of a sub title for the Scope of Services section, spelling out OPM the first time it is used, replacing Designer with Successful Responder, addition of the not-to-exceed amount for designer services of \$125,600 in the RFQ and Attachment A, replacement of the word "owner" with "the Town", and various grammar and spelling updates. The Addendum to the model contract was also revised to add "as amended by the Town" after the first sentence and also adding "Modifications include but are not limited to the following:" at the end of the first paragraph. The word "Owner" was replaced with "Town" in multiple places in the addendum, which will be added to Attachment H.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve RFQ as amended with the changes identified.

DISCUSSION: Don will make the changes to the RFQ and will distribute it to the committee for review for accuracy. He asked that all members review the updated RFQ and to inform him if anything was missing or not captured. He will then have the RFQ posted to the library website for Wednesday September 25th.

VOTED: Unanimous.

IV. Items not reasonably anticipated 48 hours prior to meeting

Susan mentioned that she recently learned that the building will be subject to water testing due to its new use. Some members of the Committee were already aware of this, and this will need to be handled after an architect is on board.

V. NEXT MEETING

The next meeting will be on October 8th at 7:00pm in the upper Town Hall. The agenda will be to get an update on the site visit from Paul and to begin to review a rating matrix to be used for the Designer Services selection. Don agreed to work with Mary and Amy on putting together a rating matrix for the full committee to review. Another meeting will be posted for October 24th to open the bids for Designer Services. Don agreed to post both meetings.

VI. ADJOURNMENT

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 7:00 p.m.

Minutes by Don Morin

Approved October 24, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Tuesday, October 8, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid, Jay Washburn; Kevin Rudden arrived at 7:35pm

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Joe Cronin at 7:03 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from September 16, 2013 and September 19, 2013

MOTION: A motion was made by Jay Washburn, seconded by Susan Darnell, to approve the meeting minutes from September 16, 2013 and September 19, 2013.

DISCUSSION: None.

VOTED: Unanimous.

IV. Update on Responses to RFQ for Designer Services

Don informed the group that we have received eleven requests for the RFQ for Designer Services from potential responders and one request from a construction news reporter.

V. Results from Optional Site Visit

Mary informed the group that five potential bidders attended the optional site visit on October 2nd. Paul Fitzgerald wasn't present at the meeting so the sign-in sheet wasn't available for review.

VI. Review of Questions from Potential Responders and Process to Provide Answers

Mary shared a few questions that were raised during the site visit and Joe shared the questions received by Diane Willoughby c/o the Mendon Board of Selectmen's office. A total of eight questions will need responses. After discussing with the full Committee, the group agreed with the following responses:

1. The online material highlights “Our Architect – Ken Best, Drummey Rosane Anderson, Inc.” and notes their library projects. To what extent is Mendon committed to retaining them? The Abacus team would love to work with Mendon, and we believe we have the skills and expertise that are needed. But it would be great to know if the town has already decided that they will be the architects.

Response: Drummey Rosane Anderson, Inc. was hired by the Taft Public Library Trustees to perform the study for the project to present to Mendon Town Meeting for approval. A new Building Committee was formed after the town had voted to approve the project, and this Building Committee is seeking the most qualified firm for this work, and will evaluate all proposals received per the criteria in the Request for Qualifications.

2. Does the structural engineer have to be on the architect’s staff as implied in question 18? Very few architectural firms have engineers on staff. They are generally subcontracted to the architect.

Response: The structural engineer has to be part of the architect’s team, and the architect needs to provide his/her credentials.

3. Can you confirm you will hold no alternate site visit--even if no one attends tomorrow?

Response: There will only be one site visit (held on October 2). No others will be held.

4. Can questions be submitted in writing through email?

Response: Questions regarding this RFQ shall be submitted in writing (email is acceptable) and shall be delivered to the Office of the Board of Selectmen by 3:00 P.M. on Thursday, October 10, 2013. Questions presented after this time shall not be considered. No question shall be considered which is not submitted in writing. Any questions requiring consideration shall be answered in an addendum delivered to all registered Responders and posted on the Mendon Taft Public Library website: <http://www.taftpubliclibrary.org/library-relocation-project>.

5. Are original drawings of the church available?

Response: Some original drawings are available, and these have been posted on the Mendon Taft Public Library website: <http://www.taftpubliclibrary.org/library-relocation-project>.

6. Was a hazardous material survey done?

Response: No survey has been done, however, due to the age of the building, it is assumed that there will be hazardous materials.

7. Is the rectory part of the project?

Response: The rectory is not part of the current project, but may be in a future phase.

8. Is documentation regarding compliance with I-9 Employment Eligibility Verification Required?”

Response: Yes, please include documentation regarding compliance with I-9 Employment Eligibility Verification.

Joe will document the responses and will send them to Don for posting to the library website. Since the deadline for questions is Thursday, October 10th, the Committee agreed to meet on Tuesday, October 15th if any additional questions come in prior to the deadline. If no additional questions come in, Don will cancel any posted meeting on the 15th.

VII. Review Open Items on Decision Action Log

The only open item on the Decision Action Log is the one regarding sharing the redacted OPM responses with one of the bidders. Diane Willoughby and Joe have tried to arrange a time to share the redacted responses with the bidder but the bidder has not responded to queries trying to set up a time to meet. This item will be dropped.

VIII. Development of Rating Matrix for Designer Services Selection

Don handed out copies of a Rating Matrix to be used for the Designer Services Selection that he has drafted. The Committee reviewed the matrix and agreed upon the weighting that it wanted to put onto each of the items to be rated. Once we have responses to the RFQ in hand, Don will update the matrix and will distribute it to the Committee to be used for rating the responses.

IX. Items not reasonably anticipated 48 hours prior to meeting

The Committee received a bill from Lamoureux-Pagano Associates for \$960 for four hours per week over a four week period for OPM services.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the payment of the bill for \$960 from Lamoureux-Pagano Associates.

DISCUSSION: None.

VOTED: Unanimous.

Joe mentioned that we received a few items in the mailbox in Town Hall, including an update on the Mendon town census and a memo regarding the procedures for approving funding for expenses.

Susan mentioned that at the Selectmen’s meeting the prior night the Board discussed the financing for the bond for the library project. It is scheduled to go out for sale on 10/21 with a term of 15 years, which will have a minimal impact on the tax payer. The Board of Selectmen reserves the right to cancel the sale if there are any interest rate concerns due to the potential that the Federal debt ceiling may not be raised. Susan also mentioned that the Taft Library Trustees are meeting

with community groups to gather inputs on the library design. Amy is meeting with school representatives, Andrew is meeting with other library directors, the Trustees are meeting with Milford Library trustees, and Susan is meeting with the Council on Aging.

Chuck suggested that the Committee members check out other libraries like the ones in Westwood and Canton, and Kevin suggested checking out the one in Wellesley.

Kevin informed the Committee that he and his siblings had fond memories of visiting libraries with their mother when they were young. Kevin's mother passed away recently, and Kevin and his siblings have decided to donate a \$10,000 challenge grant from their parents' estate to the library project in their parents' memory. The Taft Library Trustees can double any donations they receive up to \$10,000 toward the renovation project. Kevin will send a letter to the Taft Library Trustees regarding this donation soon.

Joe asked about a recent set of minutes that stated that the new library would need to have its water tested due to the change of use and its requirement to be used as a public water supply. Susan stated that the Finance Committee chair inferred that the testing needs to be funded from the Taft Library budget, but Kevin stated that the other public water supplies in the Town are tested by Tim Watson and the funding comes from the Water Commissioners' budget. Mary agreed to contact Tim Watson to find out what type of testing will be needed, what the expected cost will be and when it can be performed.

X. NEXT MEETING

The next meeting will be on October 24th to open the bids for Designer Services. The meeting is already posted.

XI. ADJOURNMENT

MOTION: A motion was made by Moritz Schmid, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 8:26 p.m.

Minutes by Don Morin

Approved October 30, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, October 24, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Joe Cronin at 7:02 p.m.

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 from October 8, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from October 8, 2013.

DISCUSSION: Susan suggested a slight change to the wording regarding the payment of water testing, replacing “informed her” with “inferred”.

MOTION: A motion was made by Jay Washburn, seconded by Kevin Rudden, to approve the amended meeting minutes from October 8, 2013.

VOTED: Unanimous.

IV. Review of Open Action Items from Decision Action Log

- October 2nd Site Visit Sign-In Sheet – Paul Fitzgerald has the sign-in sheet. He dropped it off with Diane Willoughby for distribution to the person who requested a copy.
- Public Water Supply – Mary has tried to contact Darling Water Wells in Uxbridge to test the well at the building site. Joe also contacted the DEP to learn more about the requirements and has lots of information about what is needed. Essentially a public water supply is required whenever a site has more than 25 visitors/day for more than 60 days/year. We will put this item on hold until we have an architect on board.
- Posting of Addendum to RFQ for Designer Services Selection – The addendum was posted on October 15th for potential responders to access.

V. Bid Opening in Response to RFQ for Designer Services Selection

The Town has received three bids in response to the RFQ for Designer Services: Abacus, DRA and Nelson. Each member of the Committee took a copy of each of the three hard copy responses for review. Provisions have been made to get copies to the three Committee members not present. The Financial statement from DRA was sent separately. Joe will scan it and will distribute to the Committee for review.

VI. Review of Rating Matrix and Schedule for Designer Services Selection

Don distributed the updated rating matrix that will be used to rate the three responses. The Committee discussed how long they needed to review the responses and it was agreed that the Committee will complete the reviews by Wednesday, October 30th. A meeting will be posted for October 30th at 7pm to review the ratings from Committee members.

VII. Items not reasonably anticipated 48 hours prior to meeting

Mary mentioned that she has obtained copies of the original drawings of the former St. Michael's Church in addition to some revisions that were made to the building. She will get copies of these to Joe to be scanned and posted.

Susan mentioned that the bond went out for sale on Monday night at a 3% interest rate. The Town of Mendon's bond rating was recently upgraded from AA to AA+.

VIII. NEXT MEETING

The next meeting will be held on October 30th to review the ratings of the three responses to the RFQ for Designer Services, put plans together for reference checks, and to discuss the process for scheduling interviews.

IX. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 7:26 p.m.

Minutes by Don Morin

Approved November 5, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, October 30, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Kevin Rudden, Moritz Schmid, Jay Washburn

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Joe Cronin at 7:00 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from October 24, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from October 24, 2013.

DISCUSSION: None.

VOTED: Unanimous.

IV. Review Summary of Designer Ratings from Committee Members

The Committee members all rated the three responses that were received in response to the RFQ for Designer Services. DRA scored the highest, with Abacus/Situ finishing second and Nelson third. Mary Bulso mentioned that Nelson's Principal in Charge, Michael Tague is not a registered architect in Massachusetts. She was able to confirm this with a Human Resources representative with Nelson's home office in Pennsylvania, as well as the Massachusetts Board of Registration of Architects database. As a result, she recommended that we consider Nelson's proposal to be "non-responsive".

MOTION: A motion was made by Kevin Rudden, seconded by Paul Fitzgerald, to disqualify Nelson because they are "non-responsive" because their principal in charge is not a registered architect in the state of Massachusetts.

DISCUSSION: None.

VOTED: Unanimous.

The ratings provided by the Committee members were as follows:

	SCORING				RELATIVE RANK				
	Abacus	DRA	Nelson		Abacus	DRA	Nelson		
Amy	105	111	66		2	1	3		
Chuck	98	119	110		3	1	2		
Dan	114	115	98		2	1	3		
Don	108	115	100		2	1	3		
Jay	98	110	85		2	1	3		
Joe	109	123	89		2	1	3		
Kevin	89	98	91		3	1	2		
Mary	83	114	*		2	1			
Moritz	118	102	97		1	2	3		
Paul	77	93	63		2	1	3		
Susan	117	117	50		1	1	3		
	101.5	110.6	84.9		2.00	1.09	2.80		
Number of first place votes:					1.5	9.5	0		
1/2 first place vote for Abacus and DRA from Susan due to tie for first.									
* Mary didn't finish Nelson's scoring due to them being "non-responsive"									

V. Discuss Plans for Reference Checks

The group discussed how to proceed with reference checks. Amy and Paul volunteered to follow up with this as they did with the OPM references. Amy will contact the Abacus/Situ references and Paul will contact those from DRA. After reviewing the available contacts in each of the proposals, the group agreed to use the following references for each responder:

Amy – Abacus/Situ: Peter Bulkeley Terrace Elderly Housing, Concord, MA and Harvard University Media Slide Library, Cambridge, MA.

Paul – DRA: Norfolk Public Library, Norfolk, MA and North Adams Public Library, North Adams, MA.

Amy and Paul will ask the references about the designer's ability to meet the project goals in the following areas:

- Ability to stay on budget; if over budget, were the change orders customer requested?
- Expertise of designer's team – was the team knowledgeable?
- Communication between designer and project owner, OPM, GC, etc.
- Ability to stay on schedule
- Value engineering/cost control
- Quantity of change orders – what drove them?
- If you had to do it over, what would you like to see be done differently?
- Would you hire the firm again if you had to do it over again?
- Any other lessons learned from the project that I didn't cover?

VI. Discuss Schedule for Interviews of Responders

The Committee wants to interview the two qualified responders as soon as possible. Joe will contact Diane Willoughby on Thursday to try to arrange for interviews on Tuesday, November 5th (Abacus/Situ) and Thursday, November 7th (DRA) at 7:15pm each day, allowing for 30 minutes for a presentation and 30 minutes for questions from the Committee. The responders will have to bring their own projector to make their presentation.

Joe pulled together interview questions that the Committee used for the OPM and modified them for the Designer. His proposed list is as follows:

Questions for the Designer Services Interview

- a. Tell us about your work experience with libraries. You've seen the site and reviewed the documents we have made available. The project is unique in that we're renovating a church into a library. Do you have any creative ideas about this project? What excites you about it?
- b. What challenges do you anticipate with this renovation project?
- c. Tell us about your past library project experiences, specifically for your lead architect.
- d. How do you manage the general contractor to maintain the project schedule without sacrificing quality workmanship and avoiding change orders and cost over runs?
- e. Do you understand that we only have \$125.6K for the Designer Services work, which is all inclusive? What is your billing structure/payment frequency?
- f. Based on what you know today, what do you think the cost of the renovation project should be?
- g. What type of communication can we expect? What type of reports? Attendance at building committee meetings?
- h. Describe a time when you hit a major obstacle during a project and what you did to resolve the issue.
- i. Is there any work that was outlined in the RFQ that you take exception to?

The Committee reviewed the list and suggested adding two questions, one regarding the designer's thoughts about changing the look of the church to make it more inviting, and the second their ability to work within the \$1.7 million budget.

VII. Items not reasonably anticipated 48 hours prior to meeting

None.

VIII. NEXT MEETING

The next meeting will be held on Tuesday, November 5th to interview Abacus/Situ, followed by a meeting on Thursday, November 7th to interview DRA.

IX. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 7:53 p.m.

Minutes by Don Morin

Approved November 20, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Tuesday, November 5, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Moritz Schmid, Jay Washburn; Kevin Rudden arrived at 7:50pm

Others Present:

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

I. Call to Order

The meeting was called to order by Joe Cronin at 7:00 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from October 30, 2013

MOTION: A motion was made by Susan Darnell, seconded by Dan Labastie, to approve the meeting minutes from October 30, 2013.

DISCUSSION: None.

VOTED: Unanimous.

IV. Review Final Plans for Interview of Responder to RFQ for Designer Services

The Committee interviewed Abacus/Situ at this meeting. Amy had agreed to contact references for this firm. She intended to speak with a reference from the Peter Bulkeley Terrace Elderly Housing project in Concord, MA and the Harvard University Media Slide Library in Cambridge, MA. She was able to talk with someone from the Concord, MA project, but the contact that was listed for the project in Cambridge, MA told her that Paul Puciata did not work on that project. She was told that Daly Genik Architects of CA were the prime architects. She then left a message with the other contact listed for the project but she did not hear back from them.

As a result, she made several more calls and was able to speak with Sam Klaidman, the Chairman of the Framingham Building Committee about the Framingham Library project(s). He couldn't say enough great things about Abacus. A summary of the two reference checks is attached to these minutes.

The Committee then discussed its plans for the upcoming interview. The team agreed that each person would ask a question from the following list, as well as any others that might come to mind during the discussion.

Questions for the Designer Services Interview

- a. Tell us about your work experience with libraries. You've seen the site and reviewed the documents we have made available. The project is unique in that we're renovating a church into a library. Do you have any creative ideas about this project? What excites you about it?
- b. What challenges do you anticipate with this renovation project?
- c. Tell us about your past library project experiences, specifically for your lead architect.
- d. How do you manage the general contractor to maintain the project schedule without sacrificing quality workmanship and avoiding change orders and cost over runs?
- e. Do you understand that we only have \$125.6K for the Designer Services work, which is all inclusive? What is your billing structure/payment frequency?
- f. Based on what you know today, what do you think the cost of the renovation project should be?
- g. What type of communication can we expect? What type of reports? Attendance at building committee meetings?
- h. Describe a time when you hit a major obstacle during a project and what you did to resolve the issue.
- i. Is there any work that was outlined in the RFQ that you take exception to?
- j. Do you understand that the total "all inclusive" project budget is \$1,700,000 and that your firm can design a project that will fit this budget, yet incorporate meaningful changes to the building to transform it into a viable library facility for the town on Mendon?
- k. The library water supply will be by well water, which may be required to be a public water supply, requiring undeveloped space surrounding the well per DEP requirements. With a small site such as we have, 2.8 acres, how can this issue be addressed by your project team, and what alternative resolutions may be available to the project?

V. Interview Responder to RFQ for Designer Services

The Committee interviewed the team from Abacus/Situ, which included David Pollak, David Eisen and Allison Marschilok from Abacus, and Paul Puciata from Situ. The team gave the Committee a presentation of their ideas for the new library, including suggestions for a bay window out front to allow patrons to see in and out, potentially adding a porch out front, including one stairway on the side to save space, and excavation in the rear to add more light to the lower level and to allow for a ground level entrance, eliminating the feel of a basement. They use a three dimensional software tool called Revit for their design work, which has been a very effective tool for them.

Abacus has had experience with a local vocational technical high school on a housing authority project in Leominster. In response to what makes them nervous, the team mentioned the masonry walls and wall studs, making them unsure which walls are structurally required, as well as the possible lack of insulation. They had

no concerns with adding support to strengthen the first floor. With regards to hazardous materials, the first step in the project will be to perform an assessment of what materials might exist. When asked about communications, both David Pollak and David Eisen committed to attend most meetings and to remain in constant contact using email, ftp file transfers and phone calls. They felt that the three most important areas of focus to guarantee a good project are communication, communication and communication. They want the client to own a project, but they will provide a vision and will transfer it to reality for the client.

Abacus/Situ does not have any concerns with working within the existing budget. They have completed two recent projects simultaneously, one for ~\$500K and one for ~\$800K with zero change orders for either. They credit this due to good specifications up front. The Framingham library project had only one change order. Abacus explained that they have had lots of Chapter 149 renovation projects and adaptive reuse, while Situ has had lots of interior experience with libraries.

When asked about the \$125.6K stipend for their work, Abacus/Situ stated that they will bill as a percentage of the project phases as the project progresses. With regards to the RFQ, Abacus/Situ took no exceptions to what was documented. Abacus/Situ stated that their job is to deliver the project within budget. Their intention is to make the Building Committee look good so that they look good. Their task is to try to be economical and practical but provide a great effect for a lower cost. The Abacus/Situ team has received many awards for their low income housing project work.

After the interview, the Committee had a brief discussion about how it went. The team was impressed, feeling great that the Abacus/Situ team had ideas and showed great interest in the project.

VI. Items not reasonably anticipated 48 hours prior to meeting

None

VII. NEXT MEETING

The next meeting will be held on Thursday, November 7th to interview DRA.

VIII. ADJOURNMENT

MOTION: A motion was made by Jay Washburn, seconded by Moritz Schmid, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 8:56 p.m.

IX. ATTACHMENTS – Reference checks performed by Amy Fahey.



Abacus Reference
Concord MA.docx



Abacus Reference
Framingham MA.docx

Minutes by Don Morin

Approved November 20, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, November 7, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Don Morin, Kevin Rudden, Jay Washburn

Others Present:

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

I. Call to Order

The meeting was called to order by Joe Cronin at 7:01 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Review Final Plans for Interview of Responder to RFQ for Designer Services

The Committee interviewed DRA at this meeting. Paul had agreed to contact references for this firm. He intended to speak with a reference from the Norfolk Public Library in Norfolk, MA and the North Adams Public Library in North Adams, MA. He was able to talk with someone from the Norfolk, MA project, but the reference from North Adams was a problem. The contact person listed is no longer with the town and there is currently no Library Director. The acting Director was on vacation and wouldn't be back for over a week. The person Paul spoke with was not involved with the project and could not recommend any one else to talk to. As a result, Paul decided to call the Westbrook, CT Library Director.

Paul mentioned that the Norfolk reference check was favorable in many ways, but unfavorable with regards to communications. The Westbrook reference was positive in every way. A summary of the two reference checks is attached to these minutes.

As with the prior interview with Abacus/Situ, the team agreed that each person would ask a question from the following list, as well as any others that might come to mind.

Questions for the Designer Services Interview

- a. Tell us about your work experience with libraries. You've seen the site and reviewed the documents we have made available. The project is unique in

- that we're renovating a church into a library. Do you have any creative ideas about this project? What excites you about it?
- b. What challenges do you anticipate with this renovation project?
 - c. Tell us about your past library project experiences, specifically for your lead architect.
 - d. How do you manage the general contractor to maintain the project schedule without sacrificing quality workmanship and avoiding change orders and cost over runs?
 - e. Do you understand that we only have \$125.6K for the Designer Services work, which is all inclusive? What is your billing structure/payment frequency?
 - f. Based on what you know today, what do you think the cost of the renovation project should be?
 - g. What type of communication can we expect? What type of reports? Attendance at building committee meetings?
 - h. Describe a time when you hit a major obstacle during a project and what you did to resolve the issue.
 - i. Is there any work that was outlined in the RFQ that you take exception to?
 - j. Do you understand that the total "all inclusive" project budget is \$1,700,000 and that your firm can design a project that will fit this budget, yet incorporate meaningful changes to the building to transform it into a viable library facility for the town on Mendon?
 - k. The library water supply will be by well water, which may be required to be a public water supply, requiring undeveloped space surrounding the well per DEP requirements. With a small site such as we have, 2.8 acres, how can this issue be addressed by your project team, and what alternative resolutions may be available to the project?

IV. Interview Responder to RFQ for Designer Services

The Committee interviewed the team from DRA, which consisted of Ken Best and Courtney Southwick, along with John Rebwick, a mechanical consultant. DRA gave a presentation highlighting their experience with over 50 libraries. DRA is cognizant of the intention to work with BVT. They suggest that BVT be used to build furniture, like the circulation desk, cabinets, shelving, end panels, etc. They could also help with stripping and refinishing existing furniture to make it look new. Even if LEED certification isn't pursued, the design team will still take energy efficiency into account.

With regards to the budget, DRA believes that the furniture line item is light, probably only about half of what is desired. DRA suggested that it help with fund raising to help supplement this line item. They worked on one project where interior furnishings were 100% funded by fund raising. DRA would be willing to help with educating the public about what is needed and what items their donations can support on a wish list. Other than this line item, DRA sees no issues with the \$1.7M budget. When asked about communications, Ken Best stated that he would be involved with design development while construction administration will be managed by Courtney Southwick. Ken expects to be in attendance at meetings about once per month, while Courtney will be involved with weekly meetings to provide updates to the Building Committee and Building Inspector. Both he and Courtney will be available by email and cell phone.

When asked about the location of the elevator, DRA stated that it could be put inside the building but it would take up valuable interior space and would also have to break up through the roof, so it isn't practical. A lift is not a practical solution either. When asked about the biggest challenge, DRA felt that the stairs are a pain as they are not up to code, and an ADA variance may be needed as the front entrance isn't accessible, although DRA suggested that the front door be used just for a secondary exit. The lower level duct work limits the height of shelving in some areas. The rectory could also pose a challenge, and it would be best to understand what the town's future plans are for the building.

V. Discussion/Selection of Designer for Recommendation to Board of Selectmen

After DRA left, the Committee began deliberations on which design firm it preferred. It was felt that DRA displayed practicality, was realistic and had more library experience than Abacus, while Abacus presented a vision to change the look and feel of the building so it wouldn't feel like a former church. Mary reminded the group that we posted a Request for Qualifications, not a request for a design. Many felt that Abacus showed much more excitement about the project than DRA. Abacus also has demonstrated experience with working with vocational technical schools, and while they have less library experience, they have been able to remain on budget for many low income housing projects.

MOTION: A motion was made by Jay Washburn, seconded by Kevin Rudden, to select Abacus/Situ as the Designer Services firm to be used for the Taft Library project.

DISCUSSION: No further discussion.

VOTED: Unanimous.

Joe will contact Diane Willoughby to be put on the agenda of an upcoming Board of Selectmen's meeting to present the recommendation of Abacus/Situ as the selected design firm. Mary will contact all three responders on Friday to inform them of the decision. Joe is also planning on being interviewed by Ed Thompson on WMRC radio on Friday, but he will ask that the interview not be played on air until next Tuesday at the earliest.

VI. Items not reasonably anticipated 48 hours prior to meeting

Mary mentioned that inmates from the Norfolk County Jail can make furniture, and that the Worcester County Sheriff's office can help with landscaping and painting. The town will just be responsible for supplying materials and food.

When asked about heat for the church and rectory this winter, Joe responded that we have no plans to heat either. Andrew will contact Arcudi Oil to inform them not to deliver oil this winter.

VII. NEXT MEETING

No future meeting was scheduled at this time. After Joe Cronin puts plans in place to introduce the Designer Services team to the Board of Selectmen he will suggest the next meeting day/time based on when a meeting is needed.

VIII. ADJOURNMENT

MOTION: A motion was made by Susan Darnell, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 9:28 p.m.

IX. ATTACHMENTS – Reference checks performed by Paul Fitzgerald.



DRA Reference
Checks - Norfolk and W

Minutes by Don Morin

Approved December 11, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, November 20, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn

Others Present:

none

I. Call to Order

The meeting was called to order by Joe Cronin at 7:05 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

Approval of Meeting Minutes from November 5, 2013 and November 7, 2013

MOTION: A motion was made by Jay Washburn, seconded by Kevin Rudden, to approve the meeting minutes from November 5, 2013 and November 7, 2013.

DISCUSSION: None.

VOTED: Unanimous.

III. Update Status on Designer Services Firm

Joe informed the Committee that Abacus was not available this past Monday, November 18th to be presented to the Mendon Board of Selectman as the preferred Designer Services Firm for the Taft Library Renovation project. As a result, they will be on the agenda for the next Board of Selectmen's meeting on December 2nd, at which time Joe will present the recommendation to the Board of Selectmen to begin to enter into contract negotiations with the firm.

IV. Approval of Invoice from Lamoureux-Pagano

Joe informed the Committee that we received an invoice from Lamoureux-Pagano for 18 hours of time for the month of October for a total of \$1080.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the payment of the invoice from Lamoureux-Pagano for 18 hours of time for the month of October at a total cost of \$1080.

DISCUSSION: None.

VOTED: Unanimous.

V. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that the committee members have been invited to the annual Town Employee and Volunteer Holiday Party on Wednesday, December 18th at 1pm at the Mendon Senior Center. This is an annual event where Mendon thanks its paid employees and unpaid volunteers for their dedicated service to the town. If interested in attending, please RSVP to Lisa Lepore at finclk1@mendonma.gov.

Joe also shared some additional correspondence that was in the mailbox at the Town Hall for the Committee. The items looked to be more library related and not building committee related so Joe suggested we leave them in the library mailbox for Andrew. Don agreed to do this on the way out of the Town Hall after the meeting.

Joe asked if any of the members present would like the meeting reminders to be added to the Microsoft Outlook calendar. Only Joe and Don use Microsoft Outlook calendar for scheduling meetings, so there wasn't enough interest in doing this.

Jay suggested that we look into whether we need a variance for the new library location because the building is not 80 feet from the center line of the road. Dan stated that it is likely an existing non-conforming building and it can be grandfathered. Just to be sure, it was suggested that we contact the building inspector to ask. Kevin mentioned that he will be seeing the building inspector the next day (11/21) and that he would be happy to ask him.

ACTION: Kevin to ask Building Inspector if a variance will be needed for the new library building.

VI. NEXT MEETING

The next meeting will be held on Wednesday, December 11th at 7pm at the site of the future Taft Public Library with the intention of holding a site visit for Abacus/Situ since they were unable to attend the originally scheduled site visit in October. Joe will contact Mary Bulso and Abacus/Situ to confirm that they are both available on that date. If not, Joe will suggest Tuesday, December 10th as an alternative meeting date. Depending on the availability, Don will post the next meeting on the date that is convenient for all required attendees. Other agenda topics will include an update on the contract negotiations with Abacus/Situ and updates from Andrew and Susan/Amy regarding what types of things they'd like to have in the new building.

VII. ADJOURNMENT

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 7:30 p.m.

Minutes by Don Morin

Approved January 9, 2014

Taft Library Building Committee Meeting
29 North Avenue (future home of Taft Public Library)
Then moved to current Taft Public Library
Mendon, MA 01756
Wednesday, December 11, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
Andrew Jenrich, Library Director
David Eisen, Abacus Architects & Planners
David Pollak, Abacus Architects & Planners
Paul Puciata, Situ Inc.

I. Call to Order

The Committee began the meeting by touring the future home of the Taft Public Library at 29 North Avenue with Abacus/Situ representatives starting at 7:00 p.m. David Pollak took pictures of the building as the group checked out all areas on all floors.

At 7:15 p.m. the group recessed and moved to the current Taft Public Library to resume the meeting.

The meeting was called to order at the current Taft Public Library by Joe Cronin at 7:27 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. After the meeting was reconvened, David Eisen asked that the Committee members introduce themselves and explain their roles on the Committee. After the introductions were finished, David Eisen asked if he could get a list of the contact names and emails to be used for correspondences to/from the Committee. Joe suggested that all correspondence go to/from Joe as chair, Paul as vice-chair, Don as Secretary and Mary as OPM. Don agreed that he would send the contact information to Abacus/Situ this. In return, David Eisen, David Pollak and Paul Puciata are to be copied on all correspondence to the designer firm.

ACTION: Send Building Committee contact information to Abacus/Situ. – Don

IV. Share Feedback from Stakeholders on Vision for New Taft Public Library

Susan explained that she and Andrew shared the original drawings from DRA with various townspeople and asked what was important for them to have in a new library. Andrew also spoke with staff and visited a couple of other libraries to get some ideas of what would be nice to have in the new Taft Public Library. They summarized the information in several documents and distributed hard copies of the following: 1) Survey Results – Visits with Community Groups, 2) Design Desires, and 3) Site Visits – Bolton Public Library and Leominster Public Library. They also distributed a document that contained information on the amount of shelving in the current library and a proposal for shelving in the new library in a document called Mendon Public Library Shelving. Don asked to get a copy of the handouts to be distributed to all committee members. A copy of each of the four mentioned documents is attached to these minutes.

ACTION: Send soft-copy of all handouts given out at meeting to Don to attach to the minutes. – Andrew

Susan explained that the Genealogy room may have to be expanded as the Mendon Historical Society has asked if the library could house some of their materials. Further clarification is needed on the shelving information as it was compiled by another library trustee and the former library director, and some of the information was confusing.

ACTION: Revisit the linear feet for shelving in the new Taft Public Library. – Andrew

Andrew and Susan explained that the children's program is one of the most vibrant programs currently offered and they would like to see dedicated space for ~15-16 kids during story time. The young adult program does not measure up with those offered by other communities as no space currently exists for this age group. In fact, the need for space was a common theme from many different groups, and it would be nice if space could be made available for groups of 15-20 people to meet. Andrew also suggested that dedicated outdoor space for kids' activities would be great to have, as he has to use the Town Hall, Senior Center or Clough School for activities that require more space than what currently exists at the library.

Susan explained that Mendon is a participant in the Green Communities program. The current chair of the Community Preservation Committee and Land Use Committee, Anne Mazar is willing to write a grant for the new library for boilers, energy efficient windows, insulation, lighting, etc. The grant application is due in March of 2014. Anne would like to meet with the Abacus/Situ team soon to begin discussing the grant application. David Eisen asked if he could get some information on what the Green Communities program would like in return for the grant. Can he get a checklist of what is required as part of getting the grant? Susan agreed to contact Anne to try to gather this information.

ACTION: Contact Anne to try to gather a checklist of information on what the Green Communities program would like in return for the grant. – Susan

ACTION: Abacus/Situ will suggest a day next week to meet with Anne Mazar to discuss the Green Communities program grant. – David Eisen

David Eisen asked if there was a topographic survey of the property at 29 North Avenue. The Committee members didn't think so, but Joe suggested we ask Fred Lapham from Shea Engineering. Kevin agreed to do this. Don shared the septic system plans with Abacus, but it contained no topographical information. Since Abacus had not seen the septic plans before, Joe suggested that we post them to the library website.

ACTION: Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library. – Kevin

ACTION: Post the septic system plans to the library website. – Andrew

David Eisen asked about future plans for the existing rectory building. The Committee members explained that there was no funding for the rectory in the budget, but all agreed that we should take into account the fact that the rectory is next door when plans for the new library are created, just in case the rectory can be used at some point in the future. The Abacus/Situ team had not seen the rectory drawings as they were posted to the website after the RFQ was posted.

When asked to summarize the highlights gathered from town residents, Andrew added a few other items such as the limited access to online PC's, stating that accessibility to WIFI would be essential in the new library, along with comfortable chairs to sit while visiting with friends. David Eisen asked if the town had a senior van and Kevin explained that one existed but that it was only available for medical visits and shopping on request. There is currently no regular transportation to the existing library. Don explained that the late bus from the schools to the library was removed from the school district budget for cost savings several years ago as well. David Eisen asked if data was available regarding the number of patrons using the current library, and Andrew agreed to provide this information to the design team.

ACTION: Provide library collection data via the ARIS report to Joe Cronin who will scan it and email it to Abacus/Situ – Andrew

David Eisen asked about the desired proximity between the work space and offices in the new library. Andrew prefers that they be in close proximity to one another with clear lines of sight to doors and open areas. Line of sight from the work room and office is also important. David also asked about getting a copy of the floor plans from DRA, and it was mentioned that they were posted on the library website. Don will send a pointer to the floor plans to the design team.

ACTION: Send pointer to floor plans created from DRA to Abacus/Situ. – Don

David Eisen asked Susan and Andrew what they dream about having in the new library. Susan stated that she would like to have air conditioning in the new library, and was thrilled to hear ideas about the bay window façade and porch on North Avenue. She mentioned that many people stated that they didn't want the new library to be a former church with lots of books inside. People would prefer to see a welcome appearance out front and be comfortable inside and out.

Andrew stated that he would like to see seating for both parents and children so parents can have a place to sit during children's programs. The children's room

should have lots of light, bright colors and be open at the back of the building with windows. It would also be nice to be able to cordon off space during specific times, allowing for meeting space for kids, adults or town meetings. Perhaps some space could be quiet for reading during the day and convert to a more lively children's space after school. Children could use the same space all day during the summer, and accessibility to meeting space when the library is closed for town meetings would be great. David Eisen mentioned that some towns even rent space in their libraries to make some money to offset operating expenses.

Joe suggested that Abacus set up a meeting with Blackstone Valley Vocational Technical High School in the near future to start some dialogue around what type of work the high school students might be able to provide. Joe also mentioned that there are possibilities for us to install solar panels on the new building for the cost of materials, as a local business is willing to donate the labor that is involved. It wasn't clear if the roof would support the weight of the solar panels, so this will need to be investigated.

Joe mentioned that we have a lot of open questions on our Decision Action Log that we wanted to review with the architects when they came on board, including the water supply and possible hazardous materials. It was suggested that we start looking into whether a public water supply is needed for the new building, and all agreed that we should start to investigate this and the potential for hazardous materials being on site as soon as possible.

ACTION: Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ – Joe

ACTION: Send link and explanation of what's contained in the Decision Action Log to Abacus/Situ – Don

ACTION: Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee so they can review it at their next meeting – David Pollak

ACTION: Contact Town Counsel to determine who hires the Industrial Hygienist consultants – Joe

ACTION: Take a look at the roof of the former church to understand how many layers of material exist – Jay

At this point in time Don reviewed all the open action items with the group after which the designer services team left the meeting and the Building Committee continued with the rest of its agenda.

V. Approval of Meeting Minutes from November 20, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the meeting minutes from November 20, 2013.

DISCUSSION: None.

VOTED: Unanimous.

VI. Update on Recommendation of Abacus/Situ as Designer Services Firm to Board of Selectmen and Status of Contract Negotiations

Joe informed the Committee that the Board of Selectmen approved the selection of Abacus/Situ as the Designer Services Firm pending successful contract negotiations. Abacus/Situ is currently working with Bryan Leblanc from Town Counsel's office to agree on and finalize contract terms.

VII. Review Open Items on Decisions Action Log

#3 – Review Mass Building Code req'ts to understand impact of going from a church (A4) to a library (A3). – This item will now come off hold for further review now that we have an architect on board.

#56 – Contact Tim Watson to find out what type of water testing will be needed at the new site, what the expected cost will be and when it can be performed. UPDATE: Mary has recently spoken with David Eisen of Abacus about getting their engineers involved with this as soon as possible. Abacus/Situ will begin to investigate whether the new library needs a public water supply. STILL OPEN

#62 – Contact all three responders to the RFQ for Designer Services to inform them of the Building Committee's decision. UPDATE: Mary contacted all three responders to inform them of the decision. CLOSED

#63 – Contact Arcudi Oil to inform them not to deliver oil to the future site of the public library this winter. UPDATE: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue. CLOSED

#64 – RSVP to Lisa Lepore if you want to attend the Employee and Volunteer Holiday Party. UPDATE: A few members of the Building Committee plan to attend the Employee and Volunteer Holiday Party. CLOSED

#65 – Ask the Building Inspector if a variance will be needed for the new library building for lack of distance to center of street. UPDATE: Kevin spoke with Tim Aicardi who doesn't think that a variance is needed but needs to investigate further to be certain. Pre-existing buildings do not need the variance, but the change of use may change this. Kevin will follow up with Tim on this and update the Committee at the next meeting. STILL OPEN

VIII. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that we received the November invoice from Lamoureux-Pagano for OPM Services in the amount of \$960 for 16 hours of Mary's time.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve payment of the invoice from Lamoureux-Pagano in the amount of \$960.

DISCUSSION: None.

VOTED: Unanimous.

IX. NEXT MEETING

The next meeting will be held in January when Abacus has something for the Building Committee to review.

X. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to adjourn.

DISCUSSION: None.

VOTED: Unanimous. The meeting adjourned at 9:16 p.m.

Minutes by Don Morin



Survey Results –
Visits with Community



Design desires.pdf



Site visits - Bolton
Public Library and Leo



Library Shelving.pdf