

Approved February 20, 2014
Minutes of the Taft Building Committee
Thursday, January 9, 2014
7:00 p.m.

In attendance: Joe Cronin, Susan Darnell, Jay Washburn, Chuck Noel, Amy Fahey, Paul Fitzgerald, Moritz Schmid

Also: Mary Bulso, Andrew Jenrich

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

A motion to approve the agenda was made by Jay Washburn and seconded by Chuck Noel and approved unanimously.

A motion to approve the minutes of the meeting on December 11, 2013 was made by Jay Washburn and seconded by Chuck Noel and approved unanimously.

Open items on the Decision Log were reviewed.

1. Kevin followed up on the possible need for a variance as the structure is set too close to the street to meet current regulations. Both building inspectors, Milford and Mendon, have consulted and determined that a variance is not needed. Joe will seek an email confirmation of their opinion.
2. Don has sent contact info for the Committee members to Abacus.
3. A meeting was held with the Green Communities people, Guardian Energy, Abacus, the Library Director, and representatives of the Building Committee on December 18 to discuss the possible collaboration with the Green Communities with the library renovation.
4. Kevin will report back at the next meeting about his conversation with Fred Lapham.
5. Andrew has posted the septic plans on the website.
6. Andrew has reviewed the information on the linear shelf space but has also contacted the MBLC for more guidance.
7. Don and Susan have sent DRA floor plans to Abacus.

8. Joe has sent information of public water supply to Abacus.
9. Don sent link to Abacus regarding the Decision Action Log and an explanation of how the Log is used to track issues related to the project.
10. Abacus has not sent a draft RFR on haz-mat mitigation; Mary will follow up once their contract has been signed. When received, Joe will ask Town Counsel to review RFR to determine if the subcontract should be signed by the Town or by Abacus. (There is asbestos tile in the upstairs subfloor and a suspicion of PCB's in the window caulking).
11. Jay has determined that there are two layers of shingles on the roof, the last within the past 10 years.

Green Communities meeting was held on December 18 to introduce the various players and discuss how the grant program could support the renovation of the building. Subsequent to the meeting, Anne Mazar forwarded a copy of the previous year's grant to David Eisen so that he could review the content and requirements. In summary, the state would need to approve the addition of 29 North Ave to the list of eligible projects. A decision is expected by mid-January. Secondly, the state would need to accept the methodology devised by Guardian Energy to estimate what the utility cost/usage would have been if the building had been in full operation in the prior year. If those two conditions are met, then a grant can be submitted. There is potential conflict between the role of Guardian Energy and the mechanical engineer from Abacus. Anne is agreeable to the substitution of Abacus staff as long as they can provide the information needed to prepare the grant which is due in March.

The approval of the Design Services Firm contract is on the agenda for the next BOS meeting on January 13, 2014. Mary understands that the sticking point is the cost for preparing an annual audit. Both lawyers have been in touch and are in agreement on the issue.

Joe and Don drafted an Annual Town Report and circulated it to the Committee for review. Two minor edits were recommended (remove the first sentence following the listing of Committee members, augment the final paragraph). Jay will complete the edits and submit the final document to Joe which is due on January 15.

Items not reasonably anticipated 48 hours prior to meeting touched upon two items discussed at the Trustees meeting on January 8th. The first was an update on a joint meeting with the Friends of the Library and the Trustees to begin the process of a fundraising campaign. Committee members were asked to forward any suggestions for the campaign to Susan or Andrew. Hopkinton's campaign of 1,000 homes for \$1,000 (a Web based credit charge spread out over 5 years) was mentioned, as well as a Casino Night. Webster has hired a professional fundraiser and their activities can be monitored on their website.

In addition the Trustees wanted to bring a recommendation to the Building Committee to consider razing the Rectory. After discussion the Building Committee recommended that it be used for dry storage by the Library until such time as an alternate use could be found by the Town.

Joe would like Abacus to meet with BVT as soon as their contract has been signed.

Paul has secured the services of a firm that will do a peer review/audit of the Abacus design.

Meeting adjourned at 8:04 upon a motion by Chuck and seconded by Moritz and approved unanimously.

No date has been set for the next meeting. Once we hear that Abacus is ready to meet with us, a meeting will be scheduled. Public water supply will be a priority topic.

Submitted by Susan Darnell

Approved February 20, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, February 6, 2014
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Paul Fitzgerald, Dan Labastie (left at 8:20pm), Don Morin, Kevin Rudden, Jay Washburn (left at 8:40pm)

Others Present:

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

I. Call to Order

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

II. Approval of Agenda

In the interest of the time of David Eisen and Paul Puciata Joe suggested that we move directly to the review of initial plans from Abacus/Situ. The Committee will then revisit the rest of the agenda items after the review.

III. Review Initial Plans from Abacus/Situ

Prior to presenting the initial proposal for the new Taft Public Library to the Committee (attached), David Eisen mentioned that he had spoken with Fred Lapham from Shea Engineering who stated that he could put together a proposal for a survey of 29 North Avenue, the future home of the Taft Public Library. He asked if we felt we needed three bids for this. Joe and Mary suggested we find out how much a proposal would cost and then determine if three bids were needed.

David stepped the Committee through the proposal and made key points along the way. Many of them are captured here. David stated that there is plenty of existing parking at the site. Paul asked if the number was adequate, and David stated that he hadn't checked into the Zoning By-Laws yet, but he didn't think it would be an issue. He did mention that his team still needed to check the lanes and distances within the parking area as well.

David informed the group that some limited demolition would need to take place, including the stairs in the back, the stairs in the front, and some ornamental stuff in the front of the church. He suggested selling or giving away some of the items to community members who might want them.

He showed how one would enter from the parking lot on the left side of the building at grade level, eliminating the need for an external ramp. When inside, one could

enter the top floor of the building via a few steps, or one could use the elevator that will be located off the main lobby entrance. This top floor will house the juvenile collection, picture books, etc. A reading porch is included at the front of the building, but it has no entry or exit to/from the outside of the building. There are two means of egress for the top floor, the main door and the stairs to the bottom floor.

The front porch spurred much discussion, including concern about someone potentially entering from the outside into the children's area unnoticed as well as concern about a child leaving the building unnoticed through this point. David suggested keeping the door locked except when a staff member is present outside with children. Andrew and the Committee members agreed that this item would require much more discussion.

When asked about shelving Paul Puciata stated that all the shelving that was requested is included in the drawings. However, Jay Washburn challenged that option B has less shelving than option A. David and Paul agreed to revisit the drawings to determine if all the shelving is indeed included and to add the linear footage to the drawings for us. They will also color code the shelving by collection type on the next revision.

ACTION: Add linear footage and color code by collection type to the shelving on the next revision of the drawings. – Abacus/Situ

When discussing the office space shown on option A but left off option B, Andrew stated that he would prefer to have an office as shown on option A. When reviewing the stairs that lead to the bottom level, David mentioned that they do not currently meet code. Dan felt strongly that we should remove these stairs because people will come into a nice new library and see these outdated stairs that don't meet code and it will look terrible. The Committee agreed that the stairs should be replaced. Abacus will determine how much it will cost to change the stairs.

ACTION: Provide a cost of replacing the stairs from the main level to the lower level with code compliant ones. – Abacus/Situ

When reviewing the plans for the bottom floor, David showed how they plan to excavate the back of the building to allow for entrance and exit at grade level, with a reading terrace outside the entry/exit door. He also showed how one could close off the rest of the library to be able to use this entry/exit for meeting space during hours when the library is closed. The Committee felt that this was something "nice to have" but depending on the cost it wasn't an absolute requirement. Other buildings in town (Senior Center, schools, etc.) that are used during non-business hours do not have this feature either.

David and Paul explained how furniture could be moved to allow for gathering space and/or meeting space for children's activities, public meetings, lectures, etc. of up to 25 people. It wasn't clear where the furniture would be moved to when these activities were being held, so Abacus/Situ agreed to provide this to the Committee.

ACTION: Show on the drawings where furniture could be parked when moved to allow for activities, meetings, lectures, etc. of up to 25 people – Abacus/Situ

David mentioned that there is no insulation in the building upstairs at this time. He suggested using three inches of rigid insulation along with fiber cement panels like HardiePlank. Paul Fitzgerald asked the Committee if we felt okay with the building not having a Colonial design. The group felt that since it was a new building it should take on a newer look, and Joe added that it wouldn't be cost effective to try to create a Colonial facade.

Joe informed David and Paul P. that the Mendon Board of Selectmen requested that the breezeway be knocked down. David expressed concern about this proposal and thought that it could be a problem as it isn't clear how this would logistically work. The oil tanks are located below, and this could be expensive. Since the rectory isn't in the scope of this project, who will pay for taking the breezeway down? The Committee agreed that this would need much more discussion with the Selectmen as we proceed forward. It would be nice to have a better understanding of the intended use of the rectory before proceeding with this action.

Andrew asked about having adequate storage space for children's crafts, unused materials, etc. David suggested that we could free up space in the utility room at the front and the mechanical room in the back. Andrew also suggested potentially using the space identified as the children's librarian space on the top floor of option A. Amy asked to include changing tables in both bathrooms, and Paul F. asked about a janitor's closet for quick cleanup of potential messes in the children's area. Paul P. mentioned that a janitor's closet could be added to either one or both bathrooms.

At this point Jay asked if the steeple and cupola were being removed, and David said they would be. David suggested that we consider giving them away or selling them. Jay was concerned about disturbing the roof, but the Committee felt that these needed to be removed to ensure that the new library didn't look like a former church. Kevin mentioned that a former church in Shrewsbury was adapted for a different use and it looks out of place.

At this point the group began discussing next steps. David stated that he needed direction from the Committee on plan A vs. plan B. What is missing from the plans? What don't we need? What storage is needed to support existing and future programs? Abacus/Situ will revise the plans based on the discussion from this meeting and will also provide the Committee with internal views. They will also start on a demolition plan and come up with pricing for some of the items discussed. They will also provide alternative layouts for how furniture can be laid out for meeting functions of up to 25 people.

ACTION: Provide alternative layouts for how furniture can be laid out for meeting functions of up to 25 people.

David stated that he knows we have an aggressive schedule and that he wanted to continue to move forward in the coming weeks on alternative plans. Joe stated that the Committee would post a meeting within the next week to gather feedback for Abacus/Situ. Mary also stated that she would work with David to review the existing schedule and revise it as needed.

ACTION: Review existing schedule and update it as needed. Mary/David

At this time David elaborated on his discussion with Fred Lapham from Shea Engineering. He said that Mr. Lapham wasn't convinced that the existing well doesn't qualify as a public water supply. David suggested that we consider getting Shea Engineering on the payroll to dig into this further. If a public water supply is needed, testing would be required. David also mentioned that one only needed a public water supply if the building occupancy exceeded 25 people more than 60 days per year. David asked if the library would have more than 25 people inside more than 60 days in a year. Andrew stated that a couple of times a week in the summer the children's program could exceed this, but he wasn't sure it would happen very often at other times. David suggested that Andrew determine how many times he thinks the library would exceed the 25 person occupancy and then write a letter stating that the occupancy would be <25 for at least 305 days per year.

ACTION: Write a letter stating that we don't anticipate that the occupancy of the new Taft Public Library will exceed 25 people more than 60 days per year.

Paul F. asked what seating capacity is suggested for a building like this. Paul P. stated that guidelines suggest 5 per 1000 residents, or ~30 for Mendon. The existing plans contain 38 seats, which exceeds the recommended guideline for patron seating.

ACTION: Document what the seating capacity will be in the lower level for meeting space. It was suggested that we keep it to 25 or less due to the concerns over the public water supply requirements. – Abacus/Situ

ACTION: Ask Shea Engineering for quote for a site survey. – Abacus/Situ

Mary asked about hazardous material testing, and if we should test for PCB's or just treat the building as if it was hot if/when we disturb anything like the windows. She suggested that the latter is the recommended way to go from a cost perspective. Mary and David will consult with a hazardous material consultant on this matter.

ACTION: Look into obtaining a quote for testing for hazardous material. – Mary/David

ACTION: Obtain a copy of the Mendon Zoning By-Laws and provide them to Abacus/Situ. – Mary

ACTION: Arrange a meeting with BVT to begin discussions on potential support of the project, like installation of insulation/siding panels, construction of furniture, etc. – Mary



Mendon Library
Presentation_2014_02

This completed the presentation portion of the meeting. At this time Dan Labastie had to leave the meeting (8:20pm).

David and Paul P. began to gather their things, put away the laptop and projector, etc. The Committee took a brief recess as this activity took place.

IV. Design Services Firm Contract Update

Joe informed the Committee that Abacus/Situ has signed the contract and provided three copies for the Mendon Board of Selectmen. Andrew agreed to drop the copies off with Diane Willoughby, Administrative Assistant to the Board of Selectmen on Monday when she returns to the office.

ACTION: Drop the signed copies of the contract with Diane Willoughby on Monday so that the Board of Selectmen can sign them. – Andrew

Jay Washburn had to leave the meeting at 8:40pm, leaving the Committee with only five members present. Due to the lack of a quorum at this time the Committee could not take up any further action from the posted agenda. The approval of the meeting minutes from January 9, 2014, the review of the open items on the Decision Action Log and the approval of payment of the invoice from Lamoureux-Pagano will be taken up at the next meeting.

V. NEXT MEETING

Joe suggested that the next meeting be held within a week to review the plans and compile feedback for Abacus/Situ. Don mentioned that since we can't post until the Town Clerk's office is present we can only meet Wednesday or Thursday of next week and still meet the 48 hour posting requirement. Andrew stated that the Taft Library Trustees are meeting next Wednesday because their meeting this past Wednesday was canceled due to the snowstorm. Therefore, Don agreed to post a meeting for Thursday, February 13th at 7:00pm.

VI. ADJOURNMENT

The meeting adjourned at 8:54 p.m.

Minutes by Don Morin

Approved March 11, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, March 4, 2014
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel (left at 8:17pm), Jay Washburn

Susan Darnell (via Skype)

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
David Eisen, Architect, Abacus Architects and Planners
Anne Mazar, Mendon Land/Energy Use Committee, Mendon Community Preservation Committee (left at 7:12pm)
Sergio Siani, Norian/Siani Engineering, Inc. (7:12pm – 8:01pm)
Fred Lapham, Shea Engineering & Surveying, Inc. (7:45pm – 8:55pm)

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 6:59 p.m.

Don reminded the group that Susan Darnell was participating remotely via Skype as a result of her inability to attend due to geographic distance, and that all votes will need to be performed via roll call.

II. Green Communities Grant Program

Because Anne could only stay for a short time, Paul Fitzgerald suggested that we discuss the Green Communities Grant Program first. Anne explained that she was trying to close out jobs from the current year but that one job was in jeopardy of being completed before the new grant deadline. If existing jobs aren't completed the town cannot apply for additional grants in the coming year. Anne should know by next week if the existing job will be completed in time. She also informed the committee that the application deadline was extended to April 18th.

With regards to the focus areas for a potential grant, Anne suggested that we focus on the HVAC system and insulation. She will complete the application but she will need the technical information from Abacus. Anne agreed to provide Abacus the specific questions that will need to be answered, which will include the technical system information along with backup formulas to support the system performance improvements from the current or base system to the desired system.

III. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

IV. HVAC Discussion

Sergio Siani called into a multi-line phone conference to lead the committee through a discussion around the different HVAC system options. He stated up front that the goal of the conversation was to make a basic decision for a tentative envelope (schematic design only) to send to the cost estimator. Sergio will team with Abacus to write a narrative on what the new system entails so that the cost estimator can provide information to the committee for planning purposes and potentially for the Green Communities Grant application.

Sergio walked the committee through a spreadsheet that contained operating costs and emissions for various potential HVAC solutions, both for heating and cooling the future library. The spreadsheet, which is attached, shows the operating costs and emissions for 1 million BTU's.



System Comparisons
with emissions 10-30-

Walking through the spreadsheet one can see that high efficiency natural gas is the cheapest alternative to heat the building, however, the gas rates used in the analysis were the rates from the nearby Clough School, which is believed to be the only town building heated with natural gas. The gas rate is probably too low, as the Regional School District locked in this rate a while back, and rates have increased over the past six months. It was suggested that the spreadsheet be updated with the natural gas price increased to something that is more indicative of today's prices.

Sergio explained that an engineer will provide recommended design load calculations based on the coldest winter night and the hottest summer day with a full building to come up with the system specifications required. These load calculations can be used to determine the base cost systems needed for the new building.

After reviewing the many options, the Committee requested that Sergio create four narratives, one each for oil, natural gas, a water source heat pump and air source heat pump. In order to help with possible loads in the new building, Don agreed to provide Sergio with the oil consumption information from the former church.

ACTION: Provide oil consumption information to Sergio/David – Don

Dan offered to help with the water source heat pump scenario, as he has experience with this type of system. Sergio dropped off the phone at this point in the meeting, and Don reminded the group that Chuck had to leave soon. Since once Chuck left the Committee would no longer have a quorum physically in the room, David and Mary suggested we consider approving the invoice from Abacus while Chuck was still present.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve payment of the invoice from Abacus Architects and Planners in the amount of \$9420 for 50% completion of the schematic design phase of the project.

DISCUSSION: Mary mentioned that she and Mike Pagano reviewed the invoice and it appears to be in line with expectations.

VOTED: Unanimous by roll call vote.

Invoice is attached.



Taft Library Mendon
Invoice 1 Abacus.pdf

V. Topographical/Site Survey and Public Water Supply Discussion

At this point the group moved its focus over to the topographical survey. Fred Lapham of Shea Engineering participated in the discussion, as Shea has been hired by Abacus to help with the site survey and plans. David explained that the topographic survey is typically provided by the owner, and Mary validated that this was not specified as part of the architect's contract, and that the Town will have to pay for this expense.

MOTION: A motion was made by Don Morin, seconded by Dan Labastie, to approve payment of the proposal from Shea Engineering & Surveying, Inc. dated February 27, 2014 in the amount not to exceed \$3520 plus Abacus 10% service fee per contract as a reimbursable expense.

DISCUSSION: Mary suggested that we get clarification on how to handle owner expenses like this in the future.

VOTED: Unanimous by roll call vote.

Invoice is attached.



Abacus- 31 North Ave
- Mendon.doc

ACTION: Follow up with Board of Selectmen to validate that process being used is appropriate for handling owner expenses.

At this point in the meeting Chuck Noel had to depart (8:17pm). The Committee no longer had a quorum in the room so it could not vote on any additional items.

VI. Public Water Supply

Fred Lapham reminded the Committee that a Public Water Supply is needed if a public building serves an average of at least 25 individuals daily at least 60 days of the year. He also mentioned that as of 1994 wells could get grandfather status, but more recently the DEP has been trying to find public water systems and get them registered.

Fred mentioned that the well at the site of the future Taft Public Library would be categorized as a transient, non-community public water supply with a non-compliant zone 1. The Town will need to categorize the well with the state DEP and get approval for continued use. Fred shared information from the DEP with the group, highlighting what actions the Town must take for a public water system that is in non-compliance with the zone 1 requirement.

Work will need to be done to manage the ground water in the well head protection zone. Plans are being developed to reduce the pavement in zone 1, and runoff will be redirected away from the well head, as we currently have drainage discharge near the well head area, which currently sits near the garage. Fred also pointed out that the Town does not own all property within zone 1.

Water usage is expected to be reduced with the elimination of the kitchen that had existed within the church building. A water meter was added to the well in 2004 and the well passed water quality testing at that time. Fred has a copy of those test results. He will look into the process of getting the well registered and on-line, how long it might take, and how much it might cost.

The Committee should investigate how the Town handles its other public water systems at the Town Hall, Senior Center and existing library to name a few.

ACTION: Contact the Water Commissioners to find out who the town uses for its public water supply management and testing. Jay thought it might be Tim Watson.

VII. Hazardous Material Testing Discussion

David and Mary informed the Committee that hazardous material testing is typically an owner's expense. Abacus has offered to coordinate the selection of a firm to perform the testing and will handle this item as a reimbursable expense, similar to the topographic survey. Since the Committee did not have a quorum present in the room, it could not vote on this item, so it will be postponed by one week. A copy of the proposal is attached.



Abacus-Mendon
Church-IDM.pdf

VIII. Items not reasonably anticipated 48 hours prior to meeting

None.

IX. NEXT MEETING

David mentioned that the next step for Abacus is to get its schematic design to the cost estimator to see where we stand with regards to our budget. This work will depend on the completion of the site survey, HVAC selection, mechanical design, etc. He hopes to have something to share soon, but it may take a few weeks to complete the work.

In the interim, the next meeting will be held on Tuesday, March 11th at 7pm. The agenda will include an update on the Green Communities Grant (if Anne has something to share), and update on the public water supply, the HVAC selection, the process of approving owner expenses, and the review/approval of a hazardous material inspection work. David is not planning on attending that meeting, but if he is needed he can be reached by phone.

X. ADJOURNMENT

The meeting adjourned at 9:15 p.m.

Minutes by Don Morin

Approved March 20, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, March 11, 2014
7:00 p.m.

Committee Members Present:

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

Susan Darnell (via Skype)

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

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

Don and Joe reminded the group that Susan Darnell was participating remotely via Skype as a result of her inability to attend due to geographic distance, and that all votes will need to be performed via roll call.

II. Approval of Agenda

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

DISCUSSION: Don mentioned that Anne Mazar will not yet have an update on the Green Communities Grant eligibility until Thursday so we will pass over this agenda item.

VOTED: Unanimous by roll call vote.

III. Approval of Meeting Minutes from February 20, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Amy Fahey, to approve the meeting minutes from February 20, 2014.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

IV. Approval of Meeting Minutes from March 4, 2014

MOTION: A motion was made by Joe Cronin, seconded by Amy Fahey, to approve the meeting minutes from March 4, 2014.

DISCUSSION: None.

VOTED: Unanimous by roll call vote, with Joe Cronin and Kevin Rudden abstaining as they weren't present at the meeting.

V. Green Communities Grant Program

The Committee passed over this agenda topic as no new information was available.

VI. Public Water Supply Discussion

Joe read an email from Fred Lapham of Shea Engineering, Inc. regarding a discussion he had with Susan Connors from the Mass. Dept. of Environmental Protection office. The content of that email was as follows:

Hi David,

This afternoon I had a conversation with Susan Connors of the Mass. Drinking Water Program. I explained to her the proposed reuse of the church as a public library and asked how that would affect use of the existing well with respect to the Public Water Supply (PWS) requirements. Her first response was that it "could be a PWS". She asked a few questions...would there be drinking fountains?...would there be a kitchen?...if a kitchen is planned, would it serve just the employees?...would there be a coffee maker and if there would be, would coffee be sold to patrons?

I asked about the simple PWS criteria of 25 people for 60 days or more per year and she said that it's not as clear cut as that. She indicated that much of the information on the state website comes from the EPA and that the state Drinking Water Program makes PWS Determinations based upon much more site-specific information.

She said that the next step for the library would be to request a PWS Determination. There is not a formal application, just a written request accompanied with a description of anticipated use of the building, including the attached single family house. She would need answers to the questions listed above. If there will be committee meetings for town boards, then she would need an estimate on the number of meetings per month. The request should include a plan showing the current condition and use of Zone I (well head protection zone). We have information in our files that would provide her with all that she will need. We can use the assessor's maps to show abutting properties and I'll see if the Board of Health has information on the location of abutting septic systems. Susan said that they will make a determination and if it turns out that they would want the well registered as a PWS, then they would also tell us what could be done that would make them determine it not to be a PWS.

It was a very encouraging discussion and I think we have a clearer direction on how to proceed. I have completed task 1.b. of my proposal at this point. I would like, however, to compile the request for a PWS Determination and submit it to the Drinking Water Program at no cost to the project. Let me know if you are in agreement and I will start the process. I will need approval from the Library Building Committee to proceed, as well.

Fred

Joe mentioned that Fred agreed to look into the Public Water Supply situation at no cost to the town, which was great for the project. He also suggested that we get the necessary information to Fred regarding use of water at the new library. We agree that we'll need water for the restrooms, janitorial closet(s), hand sink in the

staff meeting room, and potentially a coffee pot for staff. There will be kitchen in the new structure, and the decision on whether to install water fountains for patrons will need to be finalized. We will need to obtain information on septic systems for abutting properties. Joe also mentioned that improvements within zone 1 of the well head area are planned, such as removal of asphalt and improved drainage.

Joe updated the Committee that he, Don and Fred spoke with the Mendon Board of Selectmen on Monday night (March 10th) to update them on the decisions that will need to be made regarding the public water supply. One key decision will be how to handle the hook-up to the rectory, since one well supplies both structures. Should we disconnect the well to the rectory until the future use of that building is determined? The Committee along with the Selectmen will have to decide this as the project moves forward.

Paul asked if there is any clear criteria specified for a Public Water Supply, and Joe replied that it's not that straight-forward. Don explained that Mary provided him with a copy of 310 CMR 22.00: Drinking Water Regulations excerpts from 310 CMR 22.02, 22.03 and 22.21, and that he would attach a copy to the minutes. The regulations are attached here.



DEP Public Water
Supply.pdf

Don asked if there is anything that prevents public meetings from taking place in a building that doesn't have a public water supply. Joe stated that the Town Clerk has informed him that the Mendon Fire Station cannot be used for public meeting because of its lack of a public water supply, but that he isn't sure why this is true. Joe agreed to follow up with the Town Clerk to try to understand the restriction.

ACTION: Contact the Town Clerk to inquire about whether a public meeting can be held in a building without a public water supply. – Joe

Joe asked for a motion to allow Fred Lapham of Shea Engineering, Inc. to investigate the public water supply requirements for the future library.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to allow Fred Lapham to move forward with putting together a package for the Mass. Dept. of Environmental Protection to determine whether the new library needs to have a public water supply and if so, what would be needed to achieve this approval.

DISCUSSION: No further discussion.

VOTED: Unanimous by roll call vote.

VII. HVAC Discussion

Joe referred the Committee to emails that we received earlier in the day from David Eisen of Abacus Architects and Planners regarding the HVAC system options being pursued. Sergio Siani from Norian/Siani Engineering provided an updated set of operating costs for each of the options we were pursuing along with a narrative

describing each of the options, and David provided some initial installation costs for the options as well. The information is included here, starting with the narratives.

Air Source Heat Pumps (likely lowest first cost)

1. Four (4), 5-ton capacity outdoor heat pump units each connected to multiple indoor ductless fan coils. Total number of 18 indoor units
2. Ventilation system using and energy recovery ventilator (ERV), 1,000 cfm, with ECM motors, and demand limit control ventilation control (separate CO₂ monitor at return ducts) connected to both furnace systems.
3. Separate duct systems for exhaust and supply air from and to the ERV system.
4. 24"x24" intake grille and exhaust louver for ventilation-ERV system.
5. Electric recessed fan coils at entries and bathrooms.
6. Electric domestic hot water unit 20 gallon.

Oil Fired Furnaces

1. Three (3) oil fired furnaces, 2,000 cfm each.
2. Furnace venting through roof, double wall steel (3).
3. Combustion air intake grilles and ducting for furnaces (3).
4. (3) 300 gallon oil tanks, fill and vent, filters, safeties, and oil lines to furnaces.
5. Each furnace system to include a 5 ton cooling coil, and matching outdoor condensing unit (3).
6. Each furnace system to include complete air distribution, supply and return duct system including grilles and diffusers (3).
7. Four ductless mini-split indoor units to serve separate spaces each connected to the same 5 ton outdoor unit.
8. Ventilation system using and energy recovery ventilator (ERV), 1,000 cfm, with ECM motors, and demand limit control ventilation control (separate CO₂ monitor at return ducts) connected to both furnace systems.
9. Separate duct systems for exhaust and supply air from and to the ERV system.
10. 24"x24" intake grille and exhaust louver for ventilation-ERV system.
11. Electric recessed fan coils at entries and bathrooms (4).
12. Electric domestic hot water unit, 20 gallon.

Gas Fired Furnaces

1. New gas service (Allowance \$55,000).
2. Three (3) gas fired furnaces, 2,000 cfm each.
3. Furnace, polybutylene venting (3), up through roof and air intake from side wall (3).
4. Gas piping.
5. Each furnace system to include a 5 ton cooling coil, and matching outdoor condensing unit (3).
6. Each furnace system to include complete air distribution, supply and return duct system including grilles and diffusers (3).

7. Four ductless mini-split indoor units to serve separate spaces each connected to the same 5 ton outdoor unit.
8. Ventilation system using and energy recovery ventilator (ERV), 1,000 cfm, with ECM motors, and demand limit control ventilation control (separate CO2 monitor at return ducts) connected to both furnace systems.
9. Separate duct systems for exhaust and supply air from and to the ERV system.
10. 24"x24" intake grille and exhaust louver for ventilation-ERV system.
11. Electric recessed fan coils at entries and bathrooms.
12. Electric domestic hot water unit, 20 gallon.

Oil Fired Boiler & Air Handlers

1. Oil fired boiler, 400 BTU/Hr.
2. Boiler venting through roof, double wall steel.
3. (3) 300 gallon oil tanks, fill and vent, filters, safeties, and oil lines to furnaces.
4. Forced hot water heating piping system to serve three air handlers and 4 radiators.
5. 4 steel panel radiators with non-electric zone valves (4).
6. Three (3) air Handling units (AHU's), 2,000 cfm each. Each AHU to include 120,000 MBH heating coil and 5 ton DX cooling coil.
7. Matching 5 ton outdoor condensing unit for each AHU (3).
8. Each AHU system to include complete air distribution, supply and return duct system including grilles and diffusers (3).
9. Four ductless mini-split indoor units to serve separate spaces each connected to the same 5 ton outdoor unit.
10. Ventilation system using and energy recovery ventilator (ERV), 1,000 cfm, with ECM motors, and demand limit control ventilation control (separate CO2 monitor at return ducts) connected to both furnace systems.
11. Separate duct systems for exhaust and supply air from and to the ERV system.
12. 24"x24" intake grille and exhaust louver for ventilation-ERV system.

Gas Fired Boiler & Air Handlers

1. New gas service (Allowance \$55,000).
2. One gas fired condensing mode boiler.
3. Gas piping.
4. Forced hot water heating piping system to serve three air handlers and 4 radiators.
5. 4 steel panel radiators with non-electric zone valves (4).
6. Three (3) air Handling units (AHU's), 2,000 cfm each. Each AHU to include 120,000 MBH heating coil and 5 ton DX cooling coil.
7. Matching 5 ton outdoor condensing unit for each AHU (3).
8. Each AHU system to include complete air distribution, supply and return duct system including grilles and diffusers (3).
9. Four ductless mini-split indoor units to serve separate spaces each connected to the same 5 ton outdoor unit.

10. Ventilation system using and energy recovery ventilator (ERV), 1,000 cfm, with ECM motors, and demand limit control ventilation control (separate CO2 monitor at return ducts) connected to both furnace systems.
11. Separate duct systems for exhaust and supply air from and to the ERV system.
12. 24"x24" intake grille and exhaust louver for ventilation-ERV system.

Ground Water Source Heat Pumps (GWSHP's)

1. Likely 4 separate well bores to be used for ground water thermal source (total 20 ton capacity).
2. Each well should include a pair of 1-1/2 inch poly piping with return bend to form a continuous closed loop piping system.
3. Piping from wells into the building.
4. Manifold these well pipes together in the basement, add piping to serve all four GWSHP's, plus a pair of 1.5HP circulating pumps.
5. Four (4), 5-ton capacity water source heat pump units each connected to duct systems.
6. Each duct system to include complete air distribution, supply and return ducts including grilles and diffusers.
7. Add duct systems to serve the entries and bathrooms.
8. Ventilation system using and energy recovery ventilator (ERV), 1,000 cfm, with ECM motors, and demand limit control ventilation control (separate CO2 monitor at return ducts) connected to both furnace systems.
9. Separate duct systems for exhaust and supply air from and to the ERV system.
10. 24"x24" intake grille and exhaust louver for ventilation-ERV system.
11. Electric domestic hot water unit 20 gallon

Thank you,

Sergio F. Siani

NORIAN/SIANI ENGINEERING, INC.
 43 Bradford Street, 3rd Floor
 Concord, MA 01742-2972
 ph. 781 398 2250 x-117
 fx. 781 398 2280
SergioS@NS-Engineering.com

Operating Costs:



Taft Library System
 Comparisons with emi

Initial Startup Costs:

- | | |
|--------------------------|--------------------------------|
| 1. Air Source Heat Pumps | \$18.50/sf @ 6,900 sf = \$128K |
| 2. Oil Fired Furnaces | \$25.56/sf @ 6,900 sf = \$176K |
| 3. Gas Fired Furnaces | \$30.15/sf @ 6,900 sf = \$208K |

- | | |
|------------------------------------|--------------------------------|
| 4. Oil Fired Boiler & Air Handlers | \$30/sf @ 6,900 sf = \$206K |
| 5. Gas Fired Boiler & Air Handlers | \$35.50/sf @ 6,900 sf = \$244K |
| 6. Geothermal System | \$30-\$45/sf |

There are a variety of reasons it is difficult to approximate the cost of a geothermal system. An open loop system tends to be less than a closed loop system, however due to environmental regulations and factors an open loop may not be possible. Drilling distances can vary substantially depending on how deep the water source/aquifer is as well as soil conditions. It may, however, be a viable alternative to the above options depending on state and local incentives and life cycle cost advantages.

I hope this is helpful in the decision making process. Please let me know if you have further questions.

-Tim
 Timothy Brown, CPE
 North Bay Construction Consultants
 508-686-2781
www.nbaycc.com

After reviewing all the information, the Committee agreed that the initial startup costs of ~\$55K to get a natural gas line run down North Avenue to the new library site is a deal breaker as it would make the installation of a new HVAC system too expensive. The Committee also felt that a geothermal system was also too expensive to install, leaving the group with three options left: air source heat pumps, oil fired furnaces and oil fired boiler with air handlers. Since the comparisons of operating and installation costs didn't appear to be apples to apples comparisons, the Committee asked if these three options could be compared more equally so a decision could be made on which one to pursue. Several questions were posed and follow up requested by Mary with Abacus as follows:

ACTION: Is an electric heat backup required for air source heat pumps? – Mary/Abacus

ACTION: Should the water heater be a point of use system? – Mary/Abacus

ACTION: Two different efficiencies of operating costs are shown in the summary table. What are the different installation costs for each of these options? Mary/Abacus

ACTION: Update the comparisons for install and operating costs for the remaining three options, ensuring that they all have a quote without A/C and with A/C in case the decision is to forego this option up front but leave the opportunity to add it in the future. Mary/Abacus

When the discussion about foregoing air conditioning was raised, Mary expressed concern due to the humidity in the lower level. If A/C is not installed, de-humidifiers may be needed. Mary suggested that a moisture test be performed on the slab in the lower level.

ACTION: Obtain a quote for the cost of performing moisture testing of the slab in the lower level. – Mary

VIII. Approval of Bills

With regards to approving bills for payment, the process we have been following by approving them in our meetings and submitting the quote with the chair's signature to the Mendon Board of Selectmen's office is effective and will continue. For those owner costs where Abacus does the research and provides a recommendation to the Town for work, the Committee felt that it is in our best interest to continue with this approach and pay Abacus the 10% fee for their services as this is in the best interest of all parties, as Abacus will have full responsibility for the work. If the committee were to contract it out, and miss anything, the committee would be responsible for any additional costs incurred. Joe also read an email from the Mendon Board of Selectmen's office describing the process we should follow depending on the amount of the owner costs. It is as follows:

This is from the Chapter 30B manual:

<http://www.mass.gov/ig/publications/manuals/30bmanl.pdf>

- Contracts under \$5,000. Use sound business practices.
- Contracts between \$5,000 and \$24,999.99. Seek price quotes from at least three vendors and award the contract to the responsible vendor offering the supply or service needed for the best price.

"Sound business practices" is defined as ensuring the receipt of a favorable price by periodically soliciting price lists or quotes. While the law does not require a formal competitive process, it does require local jurisdictions to ensure that they have received the needed quality of supplies and services at a reasonable price.

Joe also reiterated that our OPM represents the Town and provides excellent direction when it comes to decision making for owner costs.

IX. Hazardous Material Testing Discussion

At our last meeting David Eisen wanted the Committee to review and approve a decision to perform a hazardous material inspection at the site. Since the Committee did not have a quorum present at the time of the request, the item was passed over to this meeting. The Committee agreed to approve this request at this meeting.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve of hazardous material inspection and design as described in the attached quote from Universal Environmental Consultants as items Task I and Task II in the amount of \$2900 plus the Abacus 10% service fee per contract as a reimbursable expense.

DISCUSSION: No further discussion.

VOTED: Unanimous by roll call vote.



Abacus-Mendon
Church-IDM.pdf

X. Review Open Items on Decision Action Log

Don walked the Committee through the items on the Decision Action Log. An updated copy of the document is included here. It will also be posted to the library website.



Taft Public Library
Decision Action Log - F

XI. Items not reasonably anticipated 48 hours prior to meeting

Mary asked if any discussion has taken place with regards to the cupola on the former church building. She suggested that we allow for someone to take it provided they did the removal themselves and patched the roof afterwards. Mary will look into posting it to a listserv for barn owners as they are the ones who typically like to take these types of things. If there is no interest, perhaps a historic commission listserv should be pursued. If there is no interest there, perhaps we could ask BVT if they could help with removal and roof patching.

ACTION: Look into opportunities to someone to remove the cupola and patch the roof. – Mary

Joe mentioned that during a recent inspection of the building he and Mary discovered that the windows are single pane. They wondered if the existing frames could take double pane glass, but that they weren't sure. The windows will likely need to be replaced, which could be costly. Could BVT possibly help with installation? Mary will ask when she meets with them.

XII. NEXT MEETING

The next meeting will be held on Thursday, March 20 at 7pm at the Taft Public Library. Agenda will include an update on the HVAC options, Green Communities Grant, BVT discussions and the hazardous materials inspection.

XIII. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Joe Cronin, to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

The meeting adjourned at 8:24 p.m.

Minutes by Don Morin

Approved March 26, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, March 20, 2014
7:00 p.m.

Committee Members Present:

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

Susan Darnell (via Skype)

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

Andrew Jenrich, Library Director, Taft Public Library

Anne Mazar, Chair, Mendon Land/Energy Use Committee, Mendon Community Preservation Committee

Bill McHenry, Mendon Green Communities Grant Coordinator

I. Call to Order

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

Don and Joe reminded the group that Susan Darnell was participating remotely via Skype as a result of her inability to attend due to geographic distance, and that all votes will need to be performed via roll call.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

III. Approval of Meeting Minutes from March 11, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Amy Fahey, to approve the meeting minutes from March 11, 2014.

DISCUSSION: Andrew asked about including attachments in the pdf version of the approved minutes for posting to the town website. Don explained that the attachments are typically shared with the Committee during the draft version of the minutes which are in M/S Word format. Once he converts to pdf format the attachments just show up as icons. Joe asked if Don could try to include the attachments with the March 11 minutes for posting. Don agreed to give it a try.

VOTED: Unanimous by roll call vote, with Dan Labastie abstaining as he wasn't present at the meeting.

IV. Green Communities Grant Program

Anne Mazar informed the Committee that \$130K was available to the library from the Green Communities Grant program. She asked if the Committee could put together a proposal showing how a more efficient heating system could be installed with the grant money over the base system that would be required to heat the new library. The Committee agreed to do this but first needed to decide on the type of HVAC system to install in order to put together the proposal. The Committee will do this later in the meeting. The grant money could also be used for additional insulation or new windows, although windows don't typically show a good enough payback. Anne mentioned that when they looked at replacing windows in the existing library the payback would have taken 80 years. Anne will write the narrative for the grant, but she needs the data from the Committee/architect to complete the application. The application deadline is April 18th, so Anne would prefer to have all the information by April 10th, giving her a week to complete the narrative. Mary will provide Anne the information as it becomes available.

After the discussion Mary asked what Bill McHenry's role would be, and Bill gave a brief overview of how he would interface with a potential contractor if the Town should receive a grant. It was felt that we needed to clarify the role so that there is no confusion between Bill's and Mary's responsibilities with potential contractors should a grant be received.

ACTION: Don will work with Bill and Anne to clarify the role of the Green Communities Grant Coordinator (Bill's role) should a grant be received. This would help Mary with adding any potential verbiage to a contract with any potential supplier of the HVAC system that could be purchased with a grant.

V. Public Water Supply Discussion

Joe shared an email that he received from Missy Kakela-Bottoms of the Mendon Board of Health regarding the requirements of having a public water system in a building in order to hold town meetings. The email is included here:

From: Missy Kakela-Bottoms [mailto:boh@mendonma.gov]
Sent: Wednesday, March 19, 2014 10:48 AM
To: Cronin, Joseph
Subject: RE: Public Water Supply and committee meetings

Good Morning Joe

As far as a PWS it was DEP who determined that the fire station cannot be used as place for meetings because on the number of people at the fire station. Below is the answer I got when I asked Susan Connors from DEP about the use of the fire station for meeting space.

Missy,

We have discussed internally the previous PWS determination for these buildings and your question below. Changing the status of the meeting rooms to public use is the trigger for public water system determination. A change in the number of employees could also trigger the PWS threshold. Additionally, based on the definition provided in my email below, we would also classify a separate well for

the police station as a PWS source. The best solution for the town is to register/permit one source for both buildings as a public water supply; then they would have the flexibility to use both buildings to their full extent.

If you have any more questions about the registration or permitting process, please let me know.

Susan

The only PWS we have are the senior center, town hall complex and town beach. I'm not sure what kind of information you are asking for exactly. Please let me know if I can help get the information you need.

Thank you

Missy Kakela-Bottoms, Sr. Administrative Assistant
Mendon Board of Health

Mary stated that the owners of the Mendon Drive-In offered to share the paperwork that they used to get their water supply registered with the DEP. Mary will contact Fred Lapham on Friday as he was out of the office today.

VI. HVAC Update

Joe reminded the Committee of the options that were under consideration from the prior meeting. The most cost effective solution was air source heat pumps. When asked if these systems would require electric heat backup in the cases of very cold winters, Abacus' engineering consultant Sergio Siani stated that "the heat pumps would be sized so that they alone can provide the required heat. We have a number of these installed in projects that heated the buildings during this past cold winter without needing supplementary heating." Based on this, Joe asked for a motion to select the HVAC source for the new library.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to select a high efficiency air source heat pump solution for the HVAC system in the new library, and to compare its cost with that of a low efficiency air source heat pump solution as well as the existing system if it could be used for comparison purposes when applying for the Green Communities Grant.

DISCUSSION: None

VOTED: Unanimous by roll call vote.

VII. BVT Update

Mary stated that she has left messages for Tom Belland at BVT and is waiting for a reply.

VIII. UEC Hazardous Material Testing Update

Mary summarized the results of the hazardous material testing performed by UEC. She mentioned that, as expected, the flooring and window caulk are both hot for asbestos. There could also be wrapped wires or piping in the walls with asbestos, as

they found a small piece of wire on the boiler that was hot. She also mentioned that the stained glass in the windows had been removed, so only a single pane of glass remains. She will investigate if the glass can be replaced with double pane. If they are, they will need to be abated due to the caulk being hot. The report from UEC also contained a quote for the cost of asbestos abatement, which amounted to \$43K, plus any additional oversight charges. Mary mentioned that it is always good to have a second set of eyes on the work when abatements take place. Mary agreed to put together bid documents for the abatement work.

ACTION: Mary will investigate options for replacing the single pane windows.
ACTION: Mary will put together bid documents for the asbestos abatement work.

IX. Review Open Items on Decision Action Log

Don walked the Committee through the items on the Decision Action Log. An updated copy of the document is included here. It will also be posted to the library website.



Taft Public Library
Decision Action Log - F

X. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that we needed to start reviewing the budget at each meeting. We are now starting to pay for things that are eating into the contingency and we need to be aware of the impact this will have on the future of the project. Don and Joe agreed to put together a budget summary for review at the next meeting.

ACTION: Don and Joe to put together a budget summary for review at the next meeting and all subsequent meetings.

Joe asked Mary if she knew when Abacus would have a 30% review ready along with a cost estimate. Mary will check with them on Friday.

ACTION: Mary with ask Abacus when they will have a 30% review ready along with a cost estimate for the project.

Mary mentioned that Abacus has recommended a Geo Tech Site Investigation be performed where the elevator and entry are going. The initial quote received by Abacus seemed high, so Mary asked if the town might have anyone with a back hoe to dig the site to perform the soil testing where the elevator and entry will be. Kevin mentioned that there are several people in town with a back hoe who could do this, and suggested we contact Alan Tetreault and the Highway Dept. for help. Mary said she would check with Abacus and see if this is acceptable and if they could have their engineer on site to do the soil analysis when the hole was excavated out.

Joe agreed to check with the BOS about giving away items left behind in the former church, such as the cupola, interior lights, wood from the altar, etc. He stated that he already has agenda time at their next meeting.

XI. NEXT MEETING

Based on Committee member availability the next meeting will be held on Wednesday, March 26 at 7pm at the Taft Public Library. Agenda will include an update on the Public Water System, HVAC costs, Green Communities Grant, BVT discussions and an update on the discussion with the Board of Selectmen.

XII. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

The meeting adjourned at 8:33 p.m.

Minutes by Don Morin

Approved April 8, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, March 26, 2014
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn

Susan Darnell (via Skype)

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
Andrew Jenrich, Library Director, Taft Public Library
Fred Lapham, Shea Engineering, arrived ~7:10pm and departed ~7:22pm

I. Call to Order

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

Joe reminded the group that Susan Darnell was participating remotely via Skype as a result of her inability to attend due to geographic distance, and that all votes will need to be performed via roll call.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

III. Approval of Meeting Minutes from March 20, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from March 20, 2014.

DISCUSSION: At our last meeting Don agreed to try to include the attachments in the pdf version of the minutes for posting. Don explained that he didn't have a pdf editor and that he saved the minutes to pdf format via Microsoft Word. Joe offered to try to combine the pdf version of the minutes with the attachments which are in pdf format with the next set of minutes.

VOTED: Unanimous by roll call vote, with Paul Fitzgerald and Jay Washburn abstaining as they weren't present at the meeting.

IV. Green Communities Grant Program

Anne Mazar sent a list of requirements for the grant application to Mary earlier in the day. Mary is working with David Eisen to compile the information needed to complete the application.

V. Public Water Supply Update

At this point in the meeting Fred Lapham joined the discussion. He stated that he will submit a request for a Public Water System permit to the Mass. Dept. of Environmental Protection by the end of the week. Fred will use the estimate of 10-15 patrons per hour on average with public meeting usage after hours. He asked if we knew how many might meet for a public meeting after hours, and Joe stated that it will likely be similar to the Library Building Committee. Fred also explained that there is no defined statutory timeline for getting the permit, and that the DEP is exhibiting their discretion to regulate the water source since the Library will be using a coffee machine on site.

Fred went on to explain that by gaining the ability to be a public Water System there would be some impact on zone 1. The new library would have a non-compliant zone 1 restriction since all of zone 1 is not located on the library property. Fred was able to learn that the abutter does not have any of its septic system in zone 1. This is good for us.

Joe asked what would happen if the application is not approved? Fred believes that would be an extreme ruling. He expects Susan Connors at the DEP to outline the conditions that would need to be met to receive approval of the applications. Fred suggested we keep water fountains in the drawings and can re-assess later if needed.

Fred mentioned that he completed work on the topographic survey today and that he just needs to clear up a few things to finish the work. He needs to understand where the sump pump connects to a drain, whether basement drains go under the basement slab and out, and other drainage items. Fred hopes to complete the narrative for the Committee by the end of the week and will send it to Joe.

ACTION: Complete Public Water Supply narrative and send to Joe Cronin by the end of March. – Fred Lapham

VI. HVAC Cost Update

Mary reported that David Eisen has been in contact with her to answer questions about insulation, and that they are finishing up recommendations for insulating the new building now. Plans include adding three inches of rigid insulation on the outside of the building including where the grade will be removed in the rear of the building. Additional insulation will also be installed under the sheathing of the entire roof. Interior demolition work will need to take place to install the roof insulation. Once insulation decisions are known, the HVAC cost estimating can be performed.

VII. BVT Update

Mary has met with Tom Belland from BVT and supplied him with a copy of the Hazardous Material report from UEC. Tom explained that BVT students can perform demolition work, but not structural demo, and that it is advantageous to perform work prior to having a contractor in place, as they have been running into

issues with contractor insurance companies not allowing work to be performed by BVT students at the same time as contractors. Tom felt that the students could perform this work prior to the end of this school year. Mary felt that the students could remove the ramp on the exterior of the building, and can take down some plaster to determine what the pipes are insulated with, but that they will need to be careful not to disturb any possible hot spots. Perhaps the BVT students could remove the ceiling, allowing the contractor to install the insulation and new ceiling.

VIII. Update on Meeting with Board of Selectmen

Joe attended the Board of Selectmen's (BOS) meeting on Monday night. He informed them that the Town could offer the altar and light fixtures (10 large and 6 small) to anyone in town who may want them. He did not bring up the cupola with them. The BOS said it was fine for Michelle Sanford to write an article about this in the next issue of the Town Crier. Mary stated that she and Joe were thinking that it would be okay to leave the cupola in place but to just remove the cross. A few other Committee members stated that they didn't agree, believing that the cupola should be removed. It was suggested that we should find out what it would cost to remove it and then proceed from there. However, some felt that we shouldn't just let the cost drive the decision. It is believed that the cupola leaks now, so something will need to be done about it anyway. Joe suggested we just treat this as an "Add Alternative".

IX. Review Open Items on Decision Action Log

Don walked the Committee through the items on the Decision Action Log. An updated copy of the document is included here. It will also be posted to the library website.



Taft Public Library
Decision Action Log - F

X. Items not reasonably anticipated 48 hours prior to meeting

Joe informed the Committee that we recently received an invoice from LPA in the amount of \$960 for the month of February, and asked for a motion to approve payment.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the payment of the invoice from LPA in the amount of \$960 for Mary's services for the month of February.

DISCUSSION: None

VOTED: Unanimous by roll call vote.

Mary mentioned that she had spoken with David Eisen and his civil engineer is okay with the town digging down in order to allow for soil testing to be performed where the elevator will be installed. The Committee will need to determine if anyone in town is able to help with this.

XI. NEXT MEETING

Based on Committee member availability the next meeting will be held on Tuesday, April 8 at 7pm at the Taft Public Library. Agenda will include an update on the Green Communities Grant, Public Water System, HVAC costs, and 30% design review with a project cost estimate.

XII. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

The meeting adjourned at 7:53 p.m.

Minutes by Don Morin

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 29

03/26/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
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.	10/8/2013	Mary	10/30/2013	Processing	10/30: Mary contacted Tim Watson and Joe Cronin and they decided to wait until we had the architectural firm on board so we can get their engineers involved. 11/25: Mary spoke with David Eisen of Abacus about getting their engineers involved with this as soon as possible. 12/11: Abacus/Situ will begin to investigate whether the new library needs a public water supply. 1/9/14 - Abacus is working on this with their civil engineer; we should expect an update at our next meeting with Abacus. 2/20/14 - 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. 3/11/14: Fred Lapham of Shea Engineering is pursuing this for the Committee. 3/20/14: This item will be revisited once the Public Water Supply topic is resolved.		
101	Obtain a quote for moisture slab testing.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary mentioned that David will determine whether this is needed based on what type of flooring is recommended. Kevin and Dan stated that the church has always had moisture in the lower level. Joe stated that in his rain water report in 2013 the cupola leaked, which could have contributed to the problem.		
102	Explore options for someone to remove the cupola and patch the roof.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary has advertised with a couple of publications seeking a taker for the cupola. Joe will also ask the Board of Selectmen if they want to offer this to the town residents. 3/26/2014: Mary hadn't gotten any responses from her advertisements.		
102	Investigate options for replacing the single pane windows.	3/20/2014	Mary	4/8/2014	Processing	3/26/2014: Mary had Pace Glass look at the windows and they recommended that we start over and not try to retrofit the existing windows. Two other firms said the same thing. Mary has Milford Glass coming out to look as well.		
104	Put together a budget summary for review at all future meetings.	3/20/2014	Don/Joe	3/26/2014	Processing	3/26/2014: Mary and Paul have supplied example budget tracking documents for Joe and Don to use. They will have one for review at the April 8 meeting.		
105	Ask Abacus when a 30% review will be ready along with a cost estimate.	3/20/2014	Mary	3/26/2014	Processing	3/26/2014: The 30% review and cost estimate were being held up by the site plan and HVAC work. Now that those are being completed, Abacus should be able to close this item soon. They are prioritizing the HVAC and insulation work now, as it will be needed for the Green Communities Grant application.		
81	Show on the drawings where furniture could be parked when moved to allow for activities, meetings, lectures, etc. of up to 25 people	2/6/2014	David E.	3/6/2014	Open			
82	Provide alternative layouts for how furniture can be laid out for meeting functions of up to 25 people.	2/6/2014	David E.	3/6/2014	Open			
83	Review existing schedule and update it as needed.	2/6/2014	Mary/David E.	3/6/2014	Open			
85	Document what the seating capacity will be in the lower level for meeting space. It was suggested that we keep it to 25 or less due to the concerns over the public water supply requirements.	2/6/2014	David E.	3/6/2014	Open			
98	Should the water heater be a point of use system?	3/11/2014	Mary/David E.	3/20/2014	Open	3/20/2014: This will be revisited later in the project.		
103	Put together bid documents for the asbestos abatement work.	3/20/2014	Mary	tdb	Open	3/26/2014: The asbestos abatement work will be part of the design scope.		
106	Complete Public Water Supply narrative and send it to Joe Cronin by the end of March.	3/26/2014	Fred L.	3/31/2014	Open			
1	Post pictures from St. Michael's Church so others can view.	1/16/2013	Bill	1/23/2013	Closed	Pictures have been posted to Google Photo Site for all to see. Link is attached in comments to the right.	1/18/2013	Link to pictures of St. Michael's Church
2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Title V Inspection was not performed. Item was removed from P&S Agreement by Town Counsel. As built drawings for septic system are on file in Board of Health office at Town Hall. The system was built in 2009, so expectations are that it is in good condition.	1/30/2013	1/30: Need to understand if change from church to library alters the requirements of the septic system. Will generate a new action in the log for this.

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3	Review Mass Building Code requirements to understand impact of going from a church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Closed	6/6: Moritz has gathered information regarding what we believe is needed to bring the new library building into compliance with Mass Building Code. The information will be kept for future review after the architect is brought on board. 2/20/14: Abacus informed the Committee that the church was the same code as the library (A3), so this is no longer a concern.	2/20/2014	2/27: Moritz reported that he is still investigating this and will bring a comprehensive update to the March 13 meeting. 3/20: Moritz provided an update on the need for a sprinkler system and a 2000 gallon septic system. Moritz will try to get copies of the septic system plans and the well water specifications from the Board of Health. 6/26: Kevin Rudden picked up the septic plans and provided them to Don for future reference.
4	Get someone to clear snow from walk and steps at St. Michael's Church.	1/16/2013	Kevin	1/30/2013	Closed	Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow if less than 3 inches.	1/30/2013	2/13: Kevin will get name of scout responsible to Andrew so he can coordinate.
5	Find out what it will take to get natural gas to the church property.	1/23/2013	Paul / Jay	2/27/2013	Closed	5/23: 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.	5/23/2013	1/30: Clough was hooked up at no cost to the town. Paul spoke with Marjorie McDonald from NStar and she is evaluating what it will take now. 2/13 update: M. McDonald called Paul earlier today and left a msg. Paul will return the call. 2/27: Paul brought non-binding applications to inquire about cost for a main line and a hookup to the new library. Joe/Don will take these to the BOS for review. 3/20: Don and Joe took the request to the BOS for signature and Joe forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar. 4/10: NStar is working on the quote; we should hear back soon.
6	Test Fire Alarm System once phone is set up at the church. 5/13: What will monitoring cost? (Paul) 5/13: What do the schools pay for their service? (Don) 5/13: What does the town pay for monitoring service for other buildings? (Kevin)	1/30/2013	Paul	2/27/2013	Closed	3/27: Mike Ammendolia informed the committee that we can hook directly to Mendon Dispatch. Paul contacted Lawney Tinio to make this happen, and has since met with Custom Alarm. Still have many questions to answer. 5/23: Paul updated the group that he had been in contact with the Mendon Fire Department and Custom Alarms and that it would cost ~\$400/year to add monitoring to the existing alarm system. The group will not act on this at this time. Joe was in contact with the insurance company and while it is better to have the monitoring in place, having the alarm sound with no monitoring is better than nothing. 5/30: Don updated the group that he got in touch with Jay Byer and the cost for the schools to monitor their buildings is \$650/year each. Jay also informed Don that the two schools in Upton are connected directly to Upton Dispatch, so no monitoring fee is required. He said that Mendon has a grant to upgrade its dispatch center after which time the schools might be able to dial in directly. Jay will update Don when he learns more.	5/23/2013	2/13: Fire Alarm works fine but it requires the dialer to go to a third party monitoring company. Paul will check to see what it would take to make this a direct line to the Mendon Dispatch Center. 2/27: Group agreed to take this issue to the BOS to see if a direct connection to Mendon Dispatch is possible. 3/20: Don and Joe asked the BOS if they could find out if the new library could tie directly into Mendon Dispatch. The committee is awaiting an answer. 4/10: 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. 5/13: Paul met with Custom Alarms and is working out a possible solution. Many questions need to be answered, can the panel be reprogrammed? Do we need a second phone line? What type of monitoring does our insurance require? How much will monitoring cost? Where will the funds come from?
7	Gather simpler RFQ's for OPM's for review at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to revise this document for the rest of the committee to review on 2/27.	2/13/2013	2/13: Amy provided Request for Designer Services from the construction of a Fire Station in Marshfield.
8	Log in to new town email so we can all use these for future correspondences.	2/13/2013	Full Committee	2/27/2013	Closed	3/27: All committee members can now access their town email accounts so we will use them for all future business pertaining to the building committee.	3/27/2013	2/27: Some have had issues with this. They will seek tech support from JNiro@Worldband.com. 3/20: A couple of members are still having problems logging in. Everyone agreed to take care of this.
9	Edit the Marshfield Fire Station request for services for OPM and send to committee for review at 2/27 meeting.	2/13/2013	Joe	2/19/2013	Closed	Joe completed the updates and distributed the document to the full team for review.	2/19/2013	
10	Once members receive OPM document, send comments to Don so he can compile for review at 2/27 meeting.	2/13/2013	Full Committee	2/25/2013	Closed	A few members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting.	2/25/2013	
11	Check with Anne Mazar to understand what Fuel Efficient Vehicles Policy, Criteria 4 means and if Mendon has adopted it.	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	4/10: 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.

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12	Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/13: Send updated timeline of funding needs to Linda. (Susan)	2/13/2013	Susan	tbd	Closed	5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bond schedule making funds available in FY14.	5/23/2013	2/27: 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. 5/13: Joe created a timeline for funding needed. Susan will provide this to Linda Hawkes.
13	Gather sample RFQ's for architect for review at future meeting.	2/13/2013	Amy	3/20/2013	Closed	3/20: Amy provided sample RFS documents to the committee for review at a future meeting.	3/20/2013	
14	Request time on next BOS meeting to discussion natural gas and direct line to Mendon Dispatch for alarm system.	2/27/2013	Don	2/28/2013	Closed	3/20: Don sent the request and Joe and Don were put on the agenda for the March 4th BOS meeting.	2/28/2013	
15	Update OPM RFS document with committee inputs and send to Joe, Amy and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed	3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel review.	3/2/2013	
16	Bring natural gas and alarm system direct line requests to BOS at their next meeting.	2/27/2013	Joe / Don	3/4/2013	Closed	3/20: Joe and Don took the requests to the BOS on March 4th.	3/4/2013	
17	Send updated OPM RFS document to Legal Counsel after revisions by Don, Joe and Amy are incorporated.	2/27/2013	Susan	3/8/2013	Closed	3/20: Susan provided the document to Town Counsel and inputs were received. The committee reviewed the comments at the 3/20 meeting.	3/15/2013	
18	Obtain copies of the septic system plans and well specifications from the Board of Health.	3/20/2013	Moritz Kevin	4/3/2013	Closed	6/26: Kevin provided copies of the septic system plans to the Committee. Don is holding them with other Library Committee documents.	6/26/2013	4/24: Moritz has not had a chance to pick up the plans. Kevin Rudden offered to do this for Moritz. 5/13: Kevin hasn't had a chance to get the documents yet. 5/23: Kevin has the septic plans, but was unable to attend on 5/23 so he'll bring them to the next meeting.
19	Follow up on available shelving at U Mass Dartmouth.	3/20/2013	Andrew Joe	4/3/2013	Closed	3/27: Building Committee agreed to take the shelving for potential future use. Joe contacted Lawney Tinio and he has obtained the shelving. It needs to be moved to the old Fire Station for storage. 5/30: Joe, Moritz and Paul will put some shelving together on June 5th at the future home of the library. It is believed that the shelving is too heavy to have the boy scouts unload it, so the group will discuss what to do after Joe, Moritz and Paul experiment with moving some of the shelving. 6/18: There has been no update as to when the shelving needs to be loaded into the old Fire Station. 7/31: 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 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. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage. Don will ask Joe to contact Lawney about this. 8/21: 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	8/21/2013	4/10: Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20th. 4/24: U Mass Dartmouth was closed on 4/20, so the shelving will now be delivered on May 4th. 5/13: Shelving was picked up by Tinio Corp. It now needs to be moved from trailers to the old Fire Station for storage. 5/23: 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.
20	Send updated OPM RFS document to Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	4/10: Susan took care of this and the document will get its final review at the 4/10 meeting.	4/3/2013	
21	Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News.	3/27/2013	Don	4/8/2013	Closed	4/10: Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement.	4/8/2013	
22	Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services.	3/27/2013	Joe	4/8/2013	Closed	4/10: 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.	4/8/2013	

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23	Review OPM Contract received from Town Counsel as well as fire station contract in preparation for discussion at April 10th meeting.	3/27/2013	Full Committee	4/10/2013	Closed	4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24 meetings.	4/10/2013	
24	Create first draft of RFS for Architectural services using town of Granby document as a reference.	3/27/2013	Joe	4/8/2013	Closed	Committee will review the RFS for Architectural Services at a future meeting in preparation of reviewing it with the OPM once we have one on board.	5/13/2013	4/10: Joe needs to do a bit more work to complete the first draft. The Committee will review this at a future meeting. 5/13: Joe completed the first draft of the document. The Committee will review it at a future meeting.
25	Add parking lot lighting and outdoor mounted equipment to future action items list of Decision Action Log	3/27/2013	Don	4/10/2013	Closed	4/10: Don added these two items to the Potential Future Action Items tab of the Decision Action Log workbook.	4/10/2013	
26	Contact Blythe Robinson in Upton to obtain copies of their RFS for an Architect for the Town Hall Renovation project.	4/10/2013	Kevin	4/24/2013	Closed	4/24: Kevin obtained the sample documents from Blythe Robinson and sent them to Don. Don forwarded them to Joe for him to use on the first draft of our architectural services RFS.	4/24/2013	
27	Update OPM Contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document	4/24/2013	Don	5/13/2013	Closed	5/13: Committee will use the updated contract once the OPM is selected.	5/13/2013	5/13: Don updated the document and distributed it to the Committee for further review and input.
28	Invite Rich Schofield to the 5/13 meeting to discuss funding for short term needs.	5/13/2013	Joe	5/23/2013	Closed	5/30: Joe invited Rich to the 5/23 and 5/30 meeting but Rich was unable to attend either. This will be revisited in the future.	5/30/2013	5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to attend the next meeting on 5/30.
29	Attend Mendon BOS meeting on 5/21 and bring the following items to them: lawn cutting at 29 North Avenue, insurance on 29 North Ave and requirement for fire alarm monitoring, possible sale and relocation of rectory, and short term payment of bills (e.g. \$110 for ad in Milford Daily News).	5/13/2013	Joe/Susan	5/21/2013	Closed	5/23: . Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS appointed the committee to additional terms to extend through the life of the project, they named Mark Reil 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.	5/23/2013	
30	Check with Claudia about possibility of paying short term bills with Taft Library funds and get reimbursed from bond at a later time.	5/13/2013	Andrew	5/23/2013	Closed	5/23: Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay.	5/23/2013	
31	Check with DOR about possibility of paying bills with short term expense funds and getting reimbursed with bond funds from debt exclusion in the future.	5/13/2013	Susan	5/23/2013	Closed	5/23: There was no need to do this separately as Claudia looked into this for the committee.	5/23/2013	
32	Send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting.	5/30/2013	Don	5/30/2013	Closed	6/6: Don sent the score sheets to the Committee on May 30 as planned.	5/30/2013	
33	Send completed score sheets to Don prior to the June 6 meeting.	5/30/2013	Full Committee	6/6/2013	Closed	6/6: Nine of the ten Committee members submitted their score sheets to Don on time.	6/6/2013	
34	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.	5/30/2013	Joe, Moritz, Paul	6/5/2013	Closed	7/31: 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 will recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this by the next meeting on August 14th. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage.	8/14/2013	6/6: 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. 6/18: The group got rained out on June 11th. They will try again in the future.

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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.	6/6/2013	Joe	6/10/2013	Closed	6/18: The interview will take place on June 26th as the OPM wasn't available on the 18th.	6/10/2013	
36	Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee.	6/6/2013	Joe	6/28/2013	Closed	6/18: Kevin verified that the spacing for shelving should be 42".	6/18/2013	
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.	6/6/2013	Don	6/28/2013	Closed	6/18: 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. 6/28: Don added all the requested items to the Donation List.	6/28/2013	
38	All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013.	6/18/2013	Full Committee	7/1/2013	Closed	7/31: All members have been sworn in for FY 14.	7/31/2013	
39	Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services.	7/2/2013	Joe	7/8/2013	Closed	7/31: 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.	7/31/2013	
40	Request OPM for a plan on how they can assist with the process of selecting an architect.	7/2/2013	Full Committee	7/30/2013	Closed	7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the meeting on 8/14.	8/14/2013	
41	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.	7/31/2013	Don / Paul	8/7/2013	Closed	8/14: Don updated the RFS document and provided it to Paul, who supplied it to Mary Bulso, OPM, along with other pertinent documents.	8/14/2013	
42	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin provided a document that the Committee reviewed and approved for release at its meeting on 8/14.	8/14/2013	
43	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin redacted all the confidential information he found in the OPM proposals. The Committee will now make them available to P3 for review.	8/14/2013	
44	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 14 th .	7/31/2013	Don	8/1/2013	Closed	8/14: Don informed Diane Willoughby about the availability of the redacted documents so she can alert P3 of their availability date.	8/14/2013	
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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
46	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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
47	Contact Diane Willoughby to schedule a review of redacted OPM bids with P3.	8/21/2013	Joe/Paul	9/6/2013	Closed	10/8/2013: Diane and Joe have tried to contact P3 without success, so this item will be dropped.	10/8/2013	8/27: Don reported that Joe has been in contact with Diane Willoughby to set up time with P3. Still working on agreeing on a day/time to meet.

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48	Provide list of all Building Committee member emails to OPM.	8/21/2013	Don	8/23/2013	Closed	8/27: Don sent the email list to Mary.	8/23/2013	
49	Update RFP for Designer Services and provide updated version to full Committee for review at next meeting.	8/27/2013	Don/Mary	9/5/2013	Closed	9/5/2013: Don distributed the updated RFP to the Committee for review at the 9/5 meeting.	9/5/2013	
50	Submit advertisement for RFQ for Designer Services to the Central Register and Dodge Report.	9/16/2013	Amy	9/17/2013	Closed	9/19: Amy submitted the advertisement to the Central Register and Dodge Report for posting on 9/25/13.	9/17/2013	
51	Submit advertisement for RFQ for Designer Services to the Milford Daily News.	9/16/2013	Don	9/17/2013	Closed	9/19: Don submitted the advertisement to the Milford Daily News for posting on 9/25/13.	9/17/2013	
52	Update RFQ for Designer Services and distribute to Committee for one last reading to ensure all updates were captured.	9/19/2013	Don	9/25/2013	Closed	10/8: Don distributed the updated RFQ to the full Committee for review.	9/25/2013	
53	Compile responses to questions from potential responders and send to Don for posting to the library website.	10/8/2013	Joe	10/15/2013	Closed	10/24: Addendum containing questions from potential responders was posted on 10/15.	10/15/2013	
54	Update matrix to be used for rating and ranking the responders to the RFQ for Designer Services.	10/8/2013	Don	10/24/2013	Closed	10/24: Don distributed the updated rating matrix that will be used to rate the three responders to the RFQ for Designer Services.	10/24/2013	
55	Send a letter to Library Trustees to explain the contribution of \$10,000 as a matching grant for donations to the Taft Library Building Renovation project.	10/8/2013	Kevin	10/24/2013	Closed	10/24: Kevin sent a letter to the Taft Library Trustees regarding his challenge donation. Susan Darnell sent a thank you letter on behalf of the trustees to Kevin.	10/24/2013	
57	Drop sign-in sheet from site visit for potential responders to RFQ for Designer Services off at Town Hall.	10/8/2013	Paul	10/21/2013	Closed	10/24: Paul dropped off a copy of the sign-in sheet from the site visit for potential responders to the RFQ for Designer Services to Diane Willoughby at the Town Hall.	10/24/2013	
58	Provide updated drawings to Joe to be scanned and posted to library website.	10/24/2013	Mary	10/30/2013	Closed	11/5: Mary provided the drawings to Joe and he sent them to Andrew to have them posted to the library website, which he did.	11/5/2013	
59	Perform reference checks for Abacus/Situ.	10/30/2013	Amy	11/5/2013	Closed	11/5: Amy performed the reference checks on Abacus/Situ and presented her findings to the full Committee at the 11/5 meeting.	11/5/2013	
60	Perform reference checks for DRA.	10/30/2013	Paul	11/7/2013	Closed	11/7: Paul performed the reference checks on DRA and presented his findings to the full Committee at the 11/7 meeting.	11/7/2013	
61	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.	11/7/2013	Joe	11/18/2013	Closed	11/20: Abacus was not available on 11/18 so they will be on the Board of Selectmen's agenda on 12/2 instead.	11/14/2013	
62	Contact all three responders to the RFQ for Designer Services to inform them of the Building Committee's decision.	11/7/2013	Mary	11/8/2013	Closed	11/9: Mary called all three responders to notify them of the Building Committee's decision. Formal letters will be sent to the three responders after approval from the Mendon BOS to enter into contract negotiations with the selected firm. 12/11: Mary contacted all three responders to inform them of the decision.	12/11/2013	
63	Contact Arcudi Oil to inform them not to deliver oil to the future site of the public library this winter.	11/7/2013	Andrew	11/15/2013	Closed	12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue.	12/11/2013	
64	RSVP to Lisa Lepore if you want to attend the Employee and Volunteer Holiday Party.	11/20/2013	Full Committee	12/1/2013	Closed	12/11: A few members of the Building Committee plan to attend the Employee and Volunteer Holiday Party.	12/11/2013	

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Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
65	Ask Building Inspector if a variance will be needed for the new library building for lack of distance to center of street .	11/20/2013	Kevin	12/11/2013	Closed	12/11: 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. 1/9: Kevin spoke to both Mendon's Building Commissioner, Tim Aicardi, and Milford's (John Erickson, whom Tim works for part-time) regarding the question of whether a zoning variance or special permit is needed in order to convert the former St. Michael's Church building into a new town-owned library building. Aicardi and Erickson reviewed Mendon's zoning by-laws together and told Kevin that a variance/special permit is not needed. 2/20/14 - Kevin received an update from Tim Aicardi (Mendon Building Inspector) that a variance is not needed. We have this in writing, so this item is now closed.	2/20/2014	
66	Send Building Committee contact information to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the Building Committee contact information to Abacus/Situ the day after the last meeting.		
66	Contact Mary and Abacus/Situ to ask if they can meet at the new site on 12/10 or 12/11.	11/20/2013	Joe	12/3/2013	Closed	11/26: Joe contacted Mary Bulso who contacted Abacus/Situ about meeting at the future site of the Taft Public Library for our next meeting. Everyone is available to do this on Wednesday, December 11th. Don has posted a meeting for that date.	11/25/2013	
67	Contact Anne to try to gather a checklist of information on what the Green Communities program would like in return for the grant.	12/11/2013	Susan	12/20/2013	Closed	1/9: Green Communities activity is on-going. We are waiting to see if the state will allow the addition of the library building to the town's list of eligible properties for the Green Communities program. We should know mid-January what their decision is. 2/20/14 - Anne attended the meeting this evening, and the update is contained in the minutes of the Feb 20 meeting.	2/20/2014	
68	Suggest a day next week to meet with Anne Mazar to discuss the Green Communities program grant.	12/11/2013	David E.	12/13/2013	Closed	1/9: Abacus/Situ met with the Green Communities program representatives and the Mendon program coordinators on December 18th.	12/13/2013	
69	Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library.	12/11/2013	Kevin	1/9/2014	Closed	1/9: Kevin is still pursuing this. He will have an update at the next meeting. 2/20/14: Mary and David have been in contact with Fred Lapham and they will work with him on the need for a site survey, as one has not been done.	2/20/2014	
70	Post the septic system plans to the library website.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew posted the plans to the library website.	12/13/2013	
71	Revisit the linear feet for shelving in the new Taft Public Library.	12/11/2013	Andrew	1/9/2014	Closed	1/9: Andrew is reviewing with the MA Library Systems and will have an update at our next meeting. 2/20/14: Andrew updated the Committee on the current shelving at this meeting and the document is attached.	2/20/2014	
72	Send pointer to original floor plans created from DRA to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the pointer to all plans that are available on the website.	12/13/2013	
73	Send soft-copy of all handouts given out at meeting to Don to attach to the minutes.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes.	12/13/2013	
74	Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ.	12/11/2013	Joe	1/9/2014	Closed	1/9: This item is on-going with Abacus taking the lead. 2/20/14: The Committee knows what is needed for a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more than 60 days out of the year, a public water supply is not needed.	2/20/2014	
75	Send link and explanation of what's contained in the Decision Action Log to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent link and explanation to Abacus/Situ after the last meeting.	12/13/2013	
76	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.	12/11/2013	David E.	1/9/2014	Closed	1/9: Abacus is working on this. Mary will follow up with them on the status. 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design.	3/11/2014	
77	Contact Town Counsel to determine who hires the Industrial Hygienist consultants.	12/11/2013	Joe	1/9/2014	Closed	1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the Building Committee to approve the selection for reimburseable expenses will continue.	3/11/2014	

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 29

03/26/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
78	Take a look at the roof of the former church to understand how many layers of material exist.	12/11/2013	Jay	1/6/2014	Closed	1/9: There are two layers of shingles on the roof, the most recent layer within the last ten years.	1/9/2014	
79	Add linear footage and color code by collection type to the shelving on the next revision of the drawings.	2/6/2014	David E.	2/20/2014	Closed	2/20/2014: David provided an updated drawing with color coding of the type of collections for each type of shelving.	2/20/2014	
80	Provide a cost of replacing the stairs from the main level to the lower level with code compliant ones.	2/6/2014	David E.	3/6/2014	Closed	3/11/14: The Committee decided to replace the stairs as part of selecting a specific design from Abacus.	3/11/2014	
84	Write a letter stating that we don't anticipate that the occupancy of the new Taft Public Library will exceed 25 people more than 60 days per year.	2/6/2014	Andrew	3/6/2014	Closed	3/4/2014: Andrew has all the information regarding usage of the library, but the group is holding off on a letter until it knows more about what is needed for a Public Water Supply. 3/11/14: The Public Water Supply issue is much more complex than originally thought so this letter won't be needed.	3/11/2014	
86	Ask Shea Engineering for quote for a site survey.	2/6/2014	David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for a site survey. The Owner is responsible for a topographic survey and Abacus will use Shea for the complete survey.	3/4/2014	
87	Look into obtaining a quote for testing for hazardous material.	2/6/2014	Mary/David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for the testing. It will be reviewed by the Building Committee at the meeting on 3/11. 3/11/2014: The quote was reviewed and approved at the meeting on 3/11/14.	3/11/2014	
88	Obtain a copy of the Mendon Zoning By-Laws and provide them to Abacus/Situ.	2/6/2014	Mary	3/6/2014	Closed	2/20/2014: Mary supplied the Zoning By-Laws to Abacus/Situ.	2/20/2014	
89	Arrange a meeting with BVT to begin discussions on potential support of the project, like installation of insulation/siding panels, construction of furniture, etc.	2/6/2014	Mary	3/6/2014	Closed	3/20/2014: Mary has left messages for Tom Belland at BVT and is awaiting his reply. 3/26/2014: Mary met with Tom Belland and now has a better understanding of what type of work the students can assist with. They were recently removed from the Upton work due to concerns from contractor insurers. It was suggested that we use BVT now for demo work prior to bringing a GC on board. Work could also be done at the school and brought in. Perhaps the students could build some items for the new library.	3/26/2014	
90	Drop the signed copies of the contract with Diane Willoughby on Monday so that the Board of Selectmen can sign them.	2/6/2014	Andrew	2/10/2014	Closed	2/20/2014: Andrew dropped off the signed copies with Diane at the BOS office.	2/20/2014	
91	Let Abacus know that they will need to start putting together a list of things that could be Green Communities grant eligible along with the specifications, costs and ROI.	2/20/2014	Mary	3/6/2014	Closed	3/20/2014: The Committee agreed to pursue high efficiency air source heat pumps for the HVAC system and to apply for a Green Communities Grant for a better system than the Committee could originally afford. 3/26/2014: Mary has been working with David Eisen on finalizing the insulation decisions so that the cost estimates for the HVAC system can be completed. Work should be completed in time for the grant application.	3/26/2014	
92	Update the Committee on whether the library is eligible for the Grant Communities Grant program.	2/20/2014	Anne M.	3/6/2014	Closed	3/4/2014: Anne informed the committee that the library is eligible, but the town needs to close out existing projects before being able to apply for more. She'll know more about this by 3/13/2014. 3/20/14: Anne informed the Committee that \$130K is available for the library via the Green Communities Grant Program. The application deadline is April 18th and Anne will help with the narrative.	3/20/2014	
93	Provide oil consumption information from former church to Sergio/David	3/4/2014	Don	3/11/2014	Closed	3/11/2014: Don forwarded the oil consumption information to David and Sergio.	3/11/2014	
94	Follow up with Board of Selectmen to validate that process being used is appropriate for handling owner expenses.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The process being used is working out well for the BOS's office and will continue.	3/11/2014	
95	Contact the Water Commissioners to find out who the town uses for its public water supply management and testing.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The Water Commission uses Tim Watson for the testing and maintenance of the town's public water supplies. Future engagement with that board will need to take place.	3/11/2014	
96	Contact the Town Clerk to inquire about whether a public meeting can be held in a building without a public water supply.	3/11/2014	Joe	3/20/2014	Closed	3/20/2014: Joe received an update from the Mass. DEP via the Mendon Board of Health that stated that "changing the status of the meeting rooms to public use is the trigger for public water system determination". Given this, the Committee will continue to pursue this with Abacus and Fred Lapham of Shea Engineering.	3/20/2014	

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 29

03/26/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
97	Check to see if an electric backup is required for air source heat pumps.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: Abacus' engineering consultant Sergio Siani stated that "the heat pumps would be sized so that they alone can provide the required heat. We have a number of these installed in projects that heated the buildings during this past cold winter without needing supplementary heating."	3/20/2014	
99	What are the startup costs of the two different efficiency versions of the air source heat pumps?	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
100	Update the comparisons for startup and operating costs for the top three options and clearly show with and without A/C so we can compare apples to apples.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
101	Work with Bill and Anne to clarify the role of the Green Communities Grant Coordinator (Bill's role) should a grant be received.	3/20/2014	Don	3/26/2014	Closed	3/26/2014: Don exchanged emails with Anne who described the role of Bill which is to make the projects run smoothly and coordinate details and logistics of the GC projects. He also uploads the energy data in to the MassEnergyInsight computer program.	3/26/2014	

Approved April 22, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, April 8, 2014
7:00 p.m.

Committee Members Present:

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

Susan Darnell (via Skype)

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
Andrew Jenrich, Library Director, Taft Public Library
Anne Mazar, Chair, Mendon Land/Energy Use Committee, Mendon Community Preservation Committee (left at 7:15pm)

I. Call to Order

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

Joe reminded the group that Susan Darnell was participating remotely via Skype as a result of her inability to attend due to geographic distance, and that all votes will need to be performed via roll call.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

III. Approval of Meeting Minutes from March 26, 2014

MOTION: A motion was made by Dan Labastie, seconded by Amy Fahey, to approve the meeting minutes from March 26, 2014.

DISCUSSION: Don had sent two versions of minutes out, one in the standard Word format with the embedded objects as attachments and one pdf format with the attachment(s) at the end that Joe Cronin created. The Committee agreed that we should use the Word format for reviewing the draft version but that the final posted version should be in pdf format with all attachments included in the back.

VOTED: Unanimous by roll call vote, with Chuck Noel abstaining as he wasn't present at the meeting.

IV. Green Communities Grant Program

Anne Mazar mentioned that she needs additional energy modeling information that Guardian Energy is able to provide for ~\$1100 to complete the ROI calculations for

the grant application. She is working with David Eisen to get all the required cost information. The Committee agreed that it made sense to use Guardian Energy to gather the required information as the \$1100 investment would be well worth it.

MOTION: A motion was made by Chuck Noel, seconded by Amy Fahey, to allow Guardian Energy to perform energy modeling for the HVAC system for a not to exceed amount of \$1100 to be paid for by the Library Trustees pending their approval to pay. If the Library Trustees do not approve payment, the cost will be picked up by the Library project.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

V. Public Water Supply Update

Fred Lapham supplied an email update to David Eisen from Abacus that he shared with Joe. Joe read the email to the Committee. The contents of the email were as follows:

Hi David,

I will have a Preliminary Site Plan ready by April 15, 2014. The Stormwater Management design needs to take the possible Public Water Supply, into consideration. I have been compiling data for the well issues/Zone 1 Wellhead Protection by April 18, 2014 I will be able to file a request for well determination with the Mass Drinking Water Program. The Stormwater Management facilities should be a part of that request, so submittal to the Drinking Water Program will have to take place following completion of the Preliminary Site Plan. Sue Connors of the Drinking Water Program has told me that they will make a determination regarding the well within about a week of receiving the request but certainly within a month's time.

If it is determined that additional soil testing will be required for the Stormwater Management facilities then it will most likely be done sometime after April 21st. I will let you know if we will need a backhoe prior to April 21. If a backhoe is needed for subsurface exploration elsewhere on site then we will coordinate the soil testing so that both tasks can be done at the same time. Completion of a final Site Plan should be ready by May 16, 2014.

VI. HVAC Cost Update

Abacus provided an initial estimate of \$128K for the HVAC system, and is planning on meeting with the cost estimator on Wednesday, April 9th to try to revise the estimate. Information from Guardian Energy might help with doing a better job with the cost estimating.

VII. 30% Design Review and Project Cost Estimate

Joe informed the Committee that Abacus was getting closer to having a 30% Design ready for review soon. There were several questions raised about the MEP and the

sketch that showed the location of the HVAC units. Joe agreed to ask for clarity on the sketch and the MEP narrative to ensure everything was clearly understood.

ACTION: Mary will contact Abacus to clarify questions about the sketch for the location of the HVAC units and the MEP document.

VIII. BVT Update

Mary met with the head of the carpentry and HVAC departments from BVT along with Tom Belland at the site of the future library. The Committee will need to provide two dumpsters, one for scrap and one for metal, along with a port-a-john, and the BVT students could start to demo the boilers in the church very soon. The students could demo the lines up to the rectory, but no work would be done in the rectory itself. With regards to carpentry, the students would only be able to give a couple of days of work for demo. Mary will determine what demo work makes sense and will get back to the BVT team to determine how to proceed.

Dan asked if someone might take the scrap metal away to save on the cost of a dumpster, and Paul suggested that he might be able to get the dumpsters donated to the project. He will check and then get back to Mary on this.

ACTION: Paul will check into the possibility of getting dumpsters supplied to support the BVT work.

IX. Review Open Items on Decision Action Log

Don walked the Committee through the items on the Decision Action Log. An updated copy of the document is included here. It will also be posted to the library website.



Taft Public Library
Decision Action Log - F

X. Items not reasonably anticipated 48 hours prior to meeting

Mary mentioned that the MEP narrative was not 100% accurate and would follow up with Abacus to get it updated.

Mary mentioned that she asked Yankee Engineering for an estimate to determine the soil conditions for the site of the proposed elevator. She stated that she would ask Abacus for a scope of work for determining the soil conditions. We would need to enlist the services of a back hoe to dig four feet down to determine the soil conditions. Dan stated that he could get a licensed engineer to look at the soil conditions if we could find someone to dig down to the required depth. Dan will check on the availability of the engineer to perform the work so the digging can be arranged.

ACTION: Dan will check on the availability of a licensed engineer to perform the analysis of the soil conditions at the future location of the elevator.

XI. NEXT MEETING

Based on Committee member availability the next meeting will be held on Tuesday, April 22 at 7pm at the Taft Public Library. Agenda will include an update on the Green Communities Grant, Public Water System, BVT Update, and 30% Design Review with a Project Cost Estimate.

XII. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

The meeting adjourned at 7:58 p.m.

Minutes by Don Morin

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 30

04/08/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
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.	10/8/2013	Mary	10/30/2013	Processing	10/30: Mary contacted Tim Watson and Joe Cronin and they decided to wait until we had the architectural firm on board so we can get their engineers involved. 11/25: Mary spoke with David Eisen of Abacus about getting their engineers involved with this as soon as possible. 12/11: Abacus/Situ will begin to investigate whether the new library needs a public water supply. 1/9/14 - Abacus is working on this with their civil engineer; we should expect an update at our next meeting with Abacus. 2/20/14 - 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. 3/11/14: Fred Lapham of Shea Engineering is pursuing this for the Committee. 3/20/14: This item will be revisited once the Public Water Supply topic is resolved. 4/8/14: Nothing new to report.		
101	Obtain a quote for moisture slab testing.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary mentioned that David will determine whether this is needed based on what type of flooring is recommended. Kevin and Dan stated that the church has always had moisture in the lower level. Joe stated that in his rain water report in 2013 the cupola leaked, which could have contributed to the problem. 4/8/14: Nothing new to report.		
102	Explore options for someone to remove the cupola and patch the roof.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary has advertised with a couple of publications seeking a taker for the cupola. Joe will also ask the Board of Selectmen if they want to offer this to the town residents. 3/26/2014: Mary hadn't gotten any responses from her advertisements. 4/8/14: Nothing new to report.		
102	Investigate options for replacing the single pane windows.	3/20/2014	Mary	4/8/2014	Processing	3/26/2014: Mary had Pace Glass look at the windows and they recommended that we start over and not try to retrofit the existing windows. Two other firms said the same thing. Mary has Milford Glass coming out to look as well. 4/8/2014: Mary stated that DVW will be visiting the church next week. They are currently retrofitting the windows at the Milford Town Hall.		
104	Put together a budget summary for review at all future meetings.	3/20/2014	Don/Joe	3/26/2014	Processing	3/26/2014: Mary and Paul have supplied example budget tracking documents for Joe and Don to use. They will have one for review at the April 8 meeting. 4/8/2014: Don shared a sample budget tracking sheet with the Committee and it was well received. Paul suggested adding a column on the summary page to specify the awarded amount for each budgeted item. Don agreed to do this.		
105	Ask Abacus when a 30% review will be ready along with a cost estimate.	3/20/2014	Mary	3/26/2014	Processing	3/26/2014: The 30% review and cost estimate were being held up by the site plan and HVAC work. Now that those are being completed, Abacus should be able to close this item soon. They are prioritizing the HVAC and insulation work now, as it will be needed for the Green Communities Grant application. 4/8/2014: The 30% review and cost estimate are still awaiting the site plan to be completed.		
106	Complete Public Water Supply narrative and send it to Joe Cronin by the end of March.	3/26/2014	Fred L.	3/31/2014	Processing	4/8/2014: Fred updated David Eisen that he would have the work completed by mid-May.		
81	Show on the drawings where furniture could be parked when moved to allow for activities, meetings, lectures, etc. of up to 25 people	2/6/2014	David E.	3/6/2014	Open			
82	Provide alternative layouts for how furniture can be laid out for meeting functions of up to 25 people.	2/6/2014	David E.	3/6/2014	Open			
83	Review existing schedule and update it as needed.	2/6/2014	Mary/David E.	3/6/2014	Open			
85	Document what the seating capacity will be in the lower level for meeting space. It was suggested that we keep it to 25 or less due to the concerns over the public water supply requirements.	2/6/2014	David E.	3/6/2014	Open			

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 30

04/08/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
98	Should the water heater be a point of use system?	3/11/2014	Mary/David E.	3/20/2014	Open	3/20/2014: This will be revisited later in the project.		
103	Put together bid documents for the asbestos abatement work.	3/20/2014	Mary	tbd	Open	3/26/2014:The asbestos abatement work will be part of the design scope.		
107	Contact Abacus to clarify questions about the sketch for the location of the HVAC units and the MEP document.	4/8/2014	Mary	4/22/2014	Open			
108	Check into the possibility of getting dumpsters supplied to support the BVT work.	4/8/2014	Paul	4/22/2014	Open			
109	Check on the availability of a licensed engineer to perform the analysis of the soil conditions at the future location of the elevator.	4/8/2014	Dan	4/22/2014	Open			
1	Post pictures from St. Michael's Church so others can view.	1/16/2013	Bill	1/23/2013	Closed	Pictures have been posted to Google Photo Site for all to see. Link is attached in comments to the right.	1/18/2013	Link to pictures of St. Michael's Church
2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Title V Inspection was not performed. Item was removed from P&S Agreement by Town Counsel. As built drawings for septic system are on file in Board of Health office at Town Hall. The system was built in 2009, so expectations are that it is in good condition.	1/30/2013	1/30: Need to understand if change from church to library alters the requirements of the septic system. Will generate a new action in the log for this.
3	Review Mass Building Code requirements to understand impact of going from a church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Closed	6/6: Moritz has gathered information regarding what we believe is needed to bring the new library building into compliance with Mass Building Code. The information will be kept for future review after the architect is brought on board. 2/20/14: Abacus informed the Committee that the church was the same code as the library (A3), so this is no longer a concern.	2/20/2014	2/27: Moritz reported that he is still investigating this and will bring a comprehensive update to the March 13 meeting. 3/20: Moritz provided an update on the need for a sprinkler system and a 2000 gallon septic system. Moritz will try to get copies of the septic system plans and the well water specifications from the Board of Health. 6/26: Kevin Rudden picked up the septic plans and provided them to Don for future reference.
4	Get someone to clear snow from walk and steps at St. Michael's Church.	1/16/2013	Kevin	1/30/2013	Closed	Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow if less than 3 inches.	1/30/2013	2/13: Kevin will get name of scout responsible to Andrew so he can coordinate.
5	Find out what it will take to get natural gas to the church property.	1/23/2013	Paul / Jay	2/27/2013	Closed	5/23: 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.	5/23/2013	1/30: Clough was hooked up at no cost to the town. Paul spoke with Marjorie McDonald from NStar and she is evaluating what it will take now. 2/13 update: M. McDonald called Paul earlier today and left a msg. Paul will return the call. 2/27: Paul brought non-binding applications to inquire about cost for a main line and a hookup to the new library. Joe/Don will take these to the BOS for review. 3/20: Don and Joe took the request to the BOS for signature and Joe forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar. 4/10: NStar is working on the quote; we should hear back soon.
6	Test Fire Alarm System once phone is set up at the church. 5/13: What will monitoring cost? (Paul) 5/13: What do the schools pay for their service? (Don) 5/13: What does the town pay for monitoring service for other buildings? (Kevin)	1/30/2013	Paul	2/27/2013	Closed	3/27: Mike Ammendolia informed the committee that we can hook directly to Mendon Dispatch. Paul contacted Lawney Tinio to make this happen, and has since met with Custom Alarm. Still have many questions to answer. 5/23: Paul updated the group that he had been in contact with the Mendon Fire Department and Custom Alarms and that it would cost ~\$400/year to add monitoring to the existing alarm system. The group will not act on this at this time. Joe was in contact with the insurance company and while it is better to have the monitoring in place, having the alarm sound with no monitoring is better than nothing. 5/30: Don updated the group that he got in touch with Jay Byer and the cost for the schools to monitor their buildings is \$650/year each. Jay also informed Don that the two schools in Upton are connected directly to Upton Dispatch, so no monitoring fee is required. He said that Mendon has a grant to upgrade its dispatch center after which time the schools might be able to dial in directly. Jay will update Don when he learns more.	5/23/2013	2/13: Fire Alarm works fine but it requires the dialer to go to a third party monitoring company. Paul will check to see what it would take to make this a direct line to the Mendon Dispatch Center. 2/27: Group agreed to take this issue to the BOS to see if a direct connection to Mendon Dispatch is possible. 3/20: Don and Joe asked the BOS if they could find out if the new library could tie directly into Mendon Dispatch. The committee is awaiting an answer. 4/10: 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. 5/13: Paul met with Custom Alarms and is working out a possible solution. Many questions need to be answered, can the panel be reprogrammed? Do we need a second phone line? What type of monitoring does our insurance require? How much will monitoring cost? Where will the funds come from?

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 30

04/08/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
7	Gather simpler RFQ's for OPM's for review at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to revise this document for the rest of the committee to review on 2/27.	2/13/2013	2/13: Amy provided Request for Designer Services from the construction of a Fire Station in Marshfield.
8	Log in to new town email so we can all use these for future correspondences.	2/13/2013	Full Committee	2/27/2013	Closed	3/27: All committee members can now access their town email accounts so we will use them for all future business pertaining to the building committee.	3/27/2013	2/27: Some have had issues with this. They will seek tech support from JNiro@Worldband.com. 3/20: A couple of members are still having problems logging in. Everyone agreed to take care of this.
9	Edit the Marshfield Fire Station request for services for OPM and send to committee for review at 2/27 meeting.	2/13/2013	Joe	2/19/2013	Closed	Joe completed the updates and distributed the document to the full team for review.	2/19/2013	
10	Once members receive OPM document, send comments to Don so he can compile for review at 2/27 meeting.	2/13/2013	Full Committee	2/25/2013	Closed	A few members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting.	2/25/2013	
11	Check with Anne Mazar to understand what Fuel Efficient Vehicles Policy, Criteria 4 means and if Mendon has adopted it.	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	4/10: 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.
12	Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/13: Send updated timeline of funding needs to Linda. (Susan)	2/13/2013	Susan	tbd	Closed	5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bond schedule making funds available in FY14.	5/23/2013	2/27: 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. 5/13: Joe created a timeline for funding needed. Susan will provide this to Linda Hawkes.
13	Gather sample RFQ's for architect for review at future meeting.	2/13/2013	Amy	3/20/2013	Closed	3/20: Amy provided sample RFS documents to the committee for review at a future meeting.	3/20/2013	
14	Request time on next BOS meeting to discussion natural gas and direct line to Mendon Dispatch for alarm system.	2/27/2013	Don	2/28/2013	Closed	3/20: Don sent the request and Joe and Don were put on the agenda for the March 4th BOS meeting.	2/28/2013	
15	Update OPM RFS document with committee inputs and send to Joe, Amy and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed	3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel review.	3/2/2013	
16	Bring natural gas and alarm system direct line requests to BOS at their next meeting.	2/27/2013	Joe / Don	3/4/2013	Closed	3/20: Joe and Don took the requests to the BOS on March 4th.	3/4/2013	
17	Send updated OPM RFS document to Legal Counsel after revisions by Don, Joe and Amy are incorporated.	2/27/2013	Susan	3/8/2013	Closed	3/20: Susan provided the document to Town Counsel and inputs were received. The committee reviewed the comments at the 3/20 meeting.	3/15/2013	
18	Obtain copies of the septic system plans and well specifications from the Board of Health.	3/20/2013	Moritz Kevin	4/3/2013	Closed	6/26: Kevin provided copies of the septic system plans to the Committee. Don is holding them with other Library Committee documents.	6/26/2013	4/24: Moritz has not had a chance to pick up the plans. Kevin Rudden offered to do this for Moritz. 5/13: Kevin hasn't had a chance to get the documents yet. 5/23: Kevin has the septic plans, but was unable to attend on 5/23 so he'll bring them to the next meeting.

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19	Follow up on available shelving at U Mass Dartmouth.	3/20/2013	Andrew Joe	4/3/2013	Closed	3/27: Building Committee agreed to take the shelving for potential future use. Joe contacted Lawney Tinio and he has obtained the shelving. It needs to be moved to the old Fire Station for storage. 5/30: Joe, Moritz and Paul will put some shelving together on June 5th at the future home of the library. It is believed that the shelving is too heavy to have the boy scouts unload it, so the group will discuss what to do after Joe, Moritz and Paul experiment with moving some of the shelving. 6/18: There has been no update as to when the shelving needs to be loaded into the old Fire Station. 7/31: 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 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. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage. Don will ask Joe to contact Lawney about this. 8/21: 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	8/21/2013	4/10: Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20th. 4/24: U Mass Dartmouth was closed on 4/20, so the shelving will now be delivered on May 4th. 5/13: Shelving was picked up by Tinio Corp. It now needs to be moved from trailers to the old Fire Station for storage. 5/23: 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.
20	Send updated OPM RFS document to Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	4/10: Susan took care of this and the document will get its final review at the 4/10 meeting.	4/3/2013	
21	Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News.	3/27/2013	Don	4/8/2013	Closed	4/10: Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement.	4/8/2013	
22	Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services.	3/27/2013	Joe	4/8/2013	Closed	4/10: 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.	4/8/2013	
23	Review OPM Contract received from Town Counsel as well as fire station contract in preparation for discussion at April 10th meeting.	3/27/2013	Full Committee	4/10/2013	Closed	4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24 meetings.	4/10/2013	
24	Create first draft of RFS for Architectural services using town of Granby document as a reference.	3/27/2013	Joe	4/8/2013	Closed	Committee will review the RFS for Architectural Services at a future meeting in preparation of reviewing it with the OPM once we have one on board.	5/13/2013	4/10: Joe needs to do a bit more work to complete the first draft. The Committee will review this at a future meeting. 5/13: Joe completed the first draft of the document. The Committee will review it at a future meeting.
25	Add parking lot lighting and outdoor mounted equipment to future action items list of Decision Action Log	3/27/2013	Don	4/10/2013	Closed	4/10: Don added these two items to the Potential Future Action Items tab of the Decision Action Log workbook.	4/10/2013	
26	Contact Blythe Robinson in Upton to obtain copies of their RFS for an Architect for the Town Hall Renovation project.	4/10/2013	Kevin	4/24/2013	Closed	4/24: Kevin obtained the sample documents from Blythe Robinson and sent them to Don. Don forwarded them to Joe for him to use on the first draft of our architectural services RFS.	4/24/2013	
27	Update OPM Contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document	4/24/2013	Don	5/13/2013	Closed	5/13: Committee will use the updated contract once the OPM is selected.	5/13/2013	5/13: Don updated the document and distributed it to the Committee for further review and input.
28	Invite Rich Schofield to the 5/13 meeting to discuss funding for short term needs.	5/13/2013	Joe	5/23/2013	Closed	5/30: Joe invited Rich to the 5/23 and 5/30 meeting but Rich was unable to attend either. This will be revisited in the future.	5/30/2013	5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to attend the next meeting on 5/30.
29	Attend Mendon BOS meeting on 5/21 and bring the following items to them: lawn cutting at 29 North Avenue, insurance on 29 North Ave and requirement for fire alarm monitoring, possible sale and relocation of rectory, and short term payment of bills (e.g. \$110 for ad in Milford Daily News).	5/13/2013	Joe/Susan	5/21/2013	Closed	5/23: . Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS appointed the committee to additional terms to extend through the life of the project, they named Mark Reil 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.	5/23/2013	
30	Check with Claudia about possibility of paying short term bills with Taft Library funds and get reimbursed from bond at a later time.	5/13/2013	Andrew	5/23/2013	Closed	5/23: Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay.	5/23/2013	

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31	Check with DOR about possibility of paying bills with short term expense funds and getting reimbursed with bond funds from debt exclusion in the future.	5/13/2013	Susan	5/23/2013	Closed	5/23: There was no need to do this separately as Claudia looked into this for the committee.	5/23/2013	
32	Send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting.	5/30/2013	Don	5/30/2013	Closed	6/6: Don sent the score sheets to the Committee on May 30 as planned.	5/30/2013	
33	Send completed score sheets to Don prior to the June 6 meeting.	5/30/2013	Full Committee	6/6/2013	Closed	6/6: Nine of the ten Committee members submitted their score sheets to Don on time.	6/6/2013	
34	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.	5/30/2013	Joe, Moritz, Paul	6/5/2013	Closed	7/31: 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 will recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this by the next meeting on August 14th. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage.	8/14/2013	6/6: 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. 6/18: The group got rained out on June 11th. They will try again 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.	6/6/2013	Joe	6/10/2013	Closed	6/18: The interview will take place on June 26th as the OPM wasn't available on the 18th.	6/10/2013	
36	Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee.	6/6/2013	Joe	6/28/2013	Closed	6/18: Kevin verified that the spacing for shelving should be 42".	6/18/2013	
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.	6/6/2013	Don	6/28/2013	Closed	6/18: 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. 6/28: Don added all the requested items to the Donation List.	6/28/2013	
38	All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013.	6/18/2013	Full Committee	7/1/2013	Closed	7/31: All members have been sworn in for FY 14.	7/31/2013	
39	Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services.	7/2/2013	Joe	7/8/2013	Closed	7/31: 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.	7/31/2013	
40	Request OPM for a plan on how they can assist with the process of selecting an architect.	7/2/2013	Full Committee	7/30/2013	Closed	7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the meeting on 8/14.	8/14/2013	
41	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.	7/31/2013	Don / Paul	8/7/2013	Closed	8/14: Don updated the RFS document and provided it to Paul, who supplied it to Mary Bulso, OPM, along with other pertinent documents.	8/14/2013	
42	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin provided a document that the Committee reviewed and approved for release at its meeting on 8/14.	8/14/2013	

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43	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin redacted all the confidential information he found in the OPM proposals. The Committee will now make them available to P3 for review.	8/14/2013	
44	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 14 th .	7/31/2013	Don	8/1/2013	Closed	8/14: Don informed Diane Willoughby about the availability of the redacted documents so she can alert P3 of their availability date.	8/14/2013	
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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
46	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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
47	Contact Diane Willoughby to schedule a review of redacted OPM bids with P3.	8/21/2013	Joe/Paul	9/6/2013	Closed	10/8/2013: Diane and Joe have tried to contact P3 without success, so this item will be dropped.	10/8/2013	8/27: Don reported that Joe has been in contact with Diane Willoughby to set up time with P3. Still working on agreeing on a day/time to meet.
48	Provide list of all Building Committee member emails to OPM.	8/21/2013	Don	8/23/2013	Closed	8/27: Don sent the email list to Mary.	8/23/2013	
49	Update RFP for Designer Services and provide updated version to full Committee for review at next meeting.	8/27/2013	Don/Mary	9/5/2013	Closed	9/5/2013: Don distributed the updated RFP to the Committee for review at the 9/5 meeting.	9/5/2013	
50	Submit advertisement for RFQ for Designer Services to the Central Register and Dodge Report.	9/16/2013	Amy	9/17/2013	Closed	9/19: Amy submitted the advertisement to the Central Register and Dodge Report for posting on 9/25/13.	9/17/2013	
51	Submit advertisement for RFQ for Designer Services to the Milford Daily News.	9/16/2013	Don	9/17/2013	Closed	9/19: Don submitted the advertisement to the Milford Daily News for posting on 9/25/13.	9/17/2013	
52	Update RFQ for Designer Services and distribute to Committee for one last reading to ensure all updates were captured.	9/19/2013	Don	9/25/2013	Closed	10/8: Don distributed the updated RFQ to the full Committee for review.	9/25/2013	
53	Compile responses to questions from potential responders and send to Don for posting to the library website.	10/8/2013	Joe	10/15/2013	Closed	10/24: Addendum containing questions from potential responders was posted on 10/15.	10/15/2013	
54	Update matrix to be used for rating and ranking the responders to the RFQ for Designer Services.	10/8/2013	Don	10/24/2013	Closed	10/24: Don distributed the updated rating matrix that will be used to rate the three responders to the RFQ for Designer Services.	10/24/2013	
55	Send a letter to Library Trustees to explain the contribution of \$10,000 as a matching grant for donations to the Taft Library Building Renovation project.	10/8/2013	Kevin	10/24/2013	Closed	10/24: Kevin sent a letter to the Taft Library Trustees regarding his challenge donation. Susan Darnell sent a thank you letter on behalf of the trustees to Kevin.	10/24/2013	
57	Drop sign-in sheet from site visit for potential responders to RFQ for Designer Services off at Town Hall.	10/8/2013	Paul	10/21/2013	Closed	10/24: Paul dropped off a copy of the sign-in sheet from the site visit for potential responders to the RFQ for Designer Services to Diane Willoughby at the Town Hall.	10/24/2013	
58	Provide updated drawings to Joe to be scanned and posted to library website.	10/24/2013	Mary	10/30/2013	Closed	11/5: Mary provided the drawings to Joe and he sent them to Andrew to have them posted to the library website, which he did.	11/5/2013	
59	Perform reference checks for Abacus/Situ.	10/30/2013	Amy	11/5/2013	Closed	11/5: Amy performed the reference checks on Abacus/Situ and presented her findings to the full Committee at the 11/5 meeting.	11/5/2013	
60	Perform reference checks for DRA.	10/30/2013	Paul	11/7/2013	Closed	11/7: Paul performed the reference checks on DRA and presented his findings to the full Committee at the 11/7 meeting.	11/7/2013	

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61	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.	11/7/2013	Joe	11/18/2013	Closed	11/20: Abacus was not available on 11/18 so they will be on the Board of Selectmen's agenda on 12/2 instead.	11/14/2013	
62	Contact all three responders to the RFQ for Designer Services to inform them of the Building Committee's decision.	11/7/2013	Mary	11/8/2013	Closed	11/9: Mary called all three responders to notify them of the Building Committee's decision. Formal letters will be sent to the three responders after approval from the Mendon BOS to enter into contract negotiations with the selected firm. 12/11: Mary contacted all three responders to inform them of the decision.	12/11/2013	
63	Contact Arcudi Oil to inform them not to deliver oil to the future site of the public library this winter.	11/7/2013	Andrew	11/15/2013	Closed	12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue.	12/11/2013	
64	RSVP to Lisa Lepore if you want to attend the Employee and Volunteer Holiday Party.	11/20/2013	Full Committee	12/1/2013	Closed	12/11: A few members of the Building Committee plan to attend the Employee and Volunteer Holiday Party.	12/11/2013	
65	Ask Building Inspector if a variance will be needed for the new library building for lack of distance to center of street.	11/20/2013	Kevin	12/11/2013	Closed	12/11: 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. 1/9: Kevin spoke to both Mendon's Building Commissioner, Tim Aicardi, and Milford's (John Erickson, whom Tim works for part-time) regarding the question of whether a zoning variance or special permit is needed in order to convert the former St. Michael's Church building into a new town-owned library building. Aicardi and Erickson reviewed Mendon's zoning by-laws together and told Kevin that a variance/special permit is not needed. 2/20/14 - Kevin received an update from Tim Aicardi (Mendon Building Inspector) that a variance is not needed. We have this in writing, so this item is now closed.	2/20/2014	
66	Send Building Committee contact information to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the Building Committee contact information to Abacus/Situ the day after the last meeting.		
66	Contact Mary and Abacus/Situ to ask if they can meet at the new site on 12/10 or 12/11.	11/20/2013	Joe	12/3/2013	Closed	11/26: Joe contacted Mary Bulso who contacted Abacus/Situ about meeting at the future site of the Taft Public Library for our next meeting. Everyone is available to do this on Wednesday, December 11th. Don has posted a meeting for that date.	11/25/2013	
67	Contact Anne to try to gather a checklist of information on what the Green Communities program would like in return for the grant.	12/11/2013	Susan	12/20/2013	Closed	1/9: Green Communities activity is on-going. We are waiting to see if the state will allow the addition of the library building to the town's list of eligible properties for the Green Community program. We should know mid-January what their decision is. 2/20/14 - Anne attended the meeting this evening, and the update is contained in the minutes of the Feb 20 meeting.	2/20/2014	
68	Suggest a day next week to meet with Anne Mazar to discuss the Green Communities program grant.	12/11/2013	David E.	12/13/2013	Closed	1/9: Abacus/Situ met with the Green Communities program representatives and the Mendon program coordinators on December 18th.	12/13/2013	
69	Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library.	12/11/2013	Kevin	1/9/2014	Closed	1/9: Kevin is still pursuing this. He will have an update at the next meeting. 2/20/14: Mary and David have been in contact with Fred Lapham and they will work with him on the need for a site survey, as one has not been done.	2/20/2014	
70	Post the septic system plans to the library website.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew posted the plans to the library website.	12/13/2013	
71	Revisit the linear feet for shelving in the new Taft Public Library.	12/11/2013	Andrew	1/9/2014	Closed	1/9: Andrew is reviewing with the MA Library Systems and will have an update at our next meeting. 2/20/14: Andrew updated the Committee on the current shelving at this meeting and the document is attached.	2/20/2014	
72	Send pointer to original floor plans created from DRA to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the pointer to all plans that are available on the website.	12/13/2013	
73	Send soft-copy of all handouts given out at meeting to Don to attach to the minutes.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes.	12/13/2013	
74	Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ.	12/11/2013	Joe	1/9/2014	Closed	1/9: This item is on-going with Abacus taking the lead. 2/20/14: The Committee knows what is needed for a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more than 60 days out of the year, a public water supply is not needed.	2/20/2014	

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75	Send link and explanation of what's contained in the Decision Action Log to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent link and explanation to Abacus/Situ after the last meeting.	12/13/2013	
76	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.	12/11/2013	David E.	1/9/2014	Closed	1/9: Abacus is working on this. Mary will follow up with them on the status. 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design.	3/11/2014	
77	Contact Town Counsel to determine who hires the Industrial Hygienist consultants.	12/11/2013	Joe	1/9/2014	Closed	1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the Building Committee to approve the selection for reimburseable expenses will continue.	3/11/2014	
78	Take a look at the roof of the former church to understand how many layers of material exist.	12/11/2013	Jay	1/6/2014	Closed	1/9: There are two layers of shingles on the roof, the most recent layer within the last ten years.	1/9/2014	
79	Add linear footage and color code by collection type to the shelving on the next revision of the drawings.	2/6/2014	David E.	2/20/2014	Closed	2/20/2014: David provided an updated drawing with color coding of the type of collections for each type of shelving.	2/20/2014	
80	Provide a cost of replacing the stairs from the main level to the lower level with code compliant ones.	2/6/2014	David E.	3/6/2014	Closed	3/11/14: The Committee decided to replace the stairs as part of selecting a specific design from Abacus.	3/11/2014	
84	Write a letter stating that we don't anticipate that the occupancy of the new Taft Public Library will exceed 25 people more than 60 days per year.	2/6/2014	Andrew	3/6/2014	Closed	3/4/2014: Andrew has all the information regarding usage of the library, but the group is holding off on a letter until it knows more about what is needed for a Public Water Supply. 3/11/14: The Public Water Supply issue is much more complex than originally thought so this letter won't be needed.	3/11/2014	
86	Ask Shea Engineering for quote for a site survey.	2/6/2014	David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for a site survey. The Owner is responsible for a topographic survey and Abacus will use Shea for the complete survey.	3/4/2014	
87	Look into obtaining a quote for testing for hazardous material.	2/6/2014	Mary/David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for the testing. It will be reviewed by the Building Committee at the meeting on 3/11. 3/11/2014: The quote was reviewed and approved at the meeting on 3/11/14.	3/11/2014	
88	Obtain a copy of the Mendon Zoning By-Laws and provide them to Abacus/Situ.	2/6/2014	Mary	3/6/2014	Closed	2/20/2014: Mary supplied the Zoning By-Laws to Abacus/Situ.	2/20/2014	
89	Arrange a meeting with BVT to begin discussions on potential support of the project, like installation of insulation/siding panels, construction of furniture, etc.	2/6/2014	Mary	3/6/2014	Closed	3/20/2014: Mary has left messages for Tom Belland at BVT and is awaiting his reply. 3/26/2014: Mary met with Tom Belland and now has a better understanding of what type of work the students can assist with. They were recently removed from the Upton work due to concerns from contractor insurers. It was suggested that we use BVT now for demo work prior to bringing a GC on board. Work could also be done at the school and brought in. Perhaps the students could build some items for the new library.	3/26/2014	
90	Drop the signed copies of the contract with Diane Willoughby on Monday so that the Board of Selectmen can sign them.	2/6/2014	Andrew	2/10/2014	Closed	2/20/2014: Andrew dropped off the signed copies with Diane at the BOS office.	2/20/2014	
91	Let Abacus know that they will need to start putting together a list of things that could be Green Communities grant eligible along with the specifications, costs and ROI.	2/20/2014	Mary	3/6/2014	Closed	3/20/2014: The Committee agreed to pursue high efficiency air source heat pumps for the HVAC system and to apply for a Green Communities Grant for a better system than the Committee could originally afford. 3/26/2014: Mary has been working with David Eisen on finalizing the insulation decisions so that the cost estimates for the HVAC system can be completed. Work should be completed in time for the grant application.	3/26/2014	
92	Update the Committee on whether the library is eligible for the Grant Communities Grant program.	2/20/2014	Anne M.	3/6/2014	Closed	3/4/2014: Anne informed the committee that the library is eligible, but the town needs to close out existing projects before being able to apply for more. She'll know more about this by 3/13/2014. 3/20/14: Anne informed the Committee that \$130K is available for the library via the Green Communities Grant Program. The application deadline is April 18th and Anne will help with the narrative.	3/20/2014	
93	Provide oil consumption information from former church to Sergio/David	3/4/2014	Don	3/11/2014	Closed	3/11/2014: Don forwarded the oil consumption information to David and Sergio.	3/11/2014	

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 30

04/08/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
94	Follow up with Board of Selectmen to validate that process being used is appropriate for handling owner expenses.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The process being used is working out well for the BOS's office and will continue.	3/11/2014	
95	Contact the Water Commissioners to find out who the town uses for its public water supply management and testing.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The Water Commission uses Tim Watson for the testing and maintenance of the town's public water supplies. Future engagement with that board will need to take place.	3/11/2014	
96	Contact the Town Clerk to inquire about whether a public meeting can be held in a building without a public water supply.	3/11/2014	Joe	3/20/2014	Closed	3/20/2014: Joe received an update from the Mass. DEP via the Mendon Board of Health that stated that "changing the status of the meeting rooms to public use is the trigger for public water system determination". Given this, the Committee will continue to pursue this with Abacus and Fred Lapham of Shea Engineering.	3/20/2014	
97	Check to see if an electric backup is required for air source heat pumps.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: Abacus' engineering consultant Sergio Siani stated that "the heat pumps would be sized so that they alone can provide the required heat. We have a number of these installed in projects that heated the buildings during this past cold winter without needing supplementary heating."	3/20/2014	
99	What are the startup costs of the two different efficiency versions of the air source heat pumps?	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
100	Update the comparisons for startup and operating costs for the top three options and clearly show with and without A/C so we can compare apples to apples.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
101	Work with Bill and Anne to clarify the role of the Green Communities Grant Coordinator (Bill's role) should a grant be received.	3/20/2014	Don	3/26/2014	Closed	3/26/2014: Don exchanged emails with Anne who described the role of Bill which is to make the projects run smoothly and coordinate details and logistics of the GC projects. He also uploads the energy data in to the MassEnergyInsight computer program.	3/26/2014	

Approved March 11, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, February 20, 2014
7:00 p.m.

Committee Members Present:

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

Susan Darnell (via Skype)

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 7:03 p.m. Joe and Don informed the group that Susan Darnell was participating remotely via Skype due to geographic distance as she was out of town. They also reminded the group that all votes taken must be done by a roll call vote.

Because Ann Mazar had a limited amount of time, Joe suggested that we get an update on the Green Communities Grant application process from her as the first order of business. The Committee will then revisit the rest of the agenda items after the review.

II. Green Communities Grant Update

Anne Mazar informed the group that she is not sure if the library has been accepted into the Green Communities program, but that she hopes to hear within a week. She also mentioned that an Abacus mechanical engineer could scope out what could be covered by the grant, but that she isn't sure if they can do the ROI (return on investment) analysis. We may want to consider using Guardian Energy to do this work. Anne will find out more information about who can perform the analysis and will let the Committee know. Anne asked when the Committee would have a list of items that could be eligible for the grant along with their estimated cost and specifications, as the grant application deadline is the end of March. Joe replied that we should be able to provide cost estimates and specifications for those items that could be eligible for the grant.

ACTION: Let Abacus know that they will need to start putting together a list of things that could be Green Communities grant eligible along with the specifications, costs and ROI. – Mary

ACTION: Update the Committee on whether the library is eligible for the Grant Communities Grant program. – Anne

III. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

IV. Approval of Meeting Minutes from January 9, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from January 9, 2014.

DISCUSSION: Don stated that since he was not present at the January 9th meeting he would abstain from this discussion and vote. No other discussion took place.

VOTED: Unanimous by roll call vote.

V. Approval of Meeting Minutes from February 6, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the meeting minutes from February 6, 2014.

DISCUSSION: Chuck and Susan both stated that since they were not present at the February 6th meeting they would abstain from this discussion and vote. No other discussion took place.

VOTED: Unanimous by roll call vote.

VI. Design Services Firm Contract Update

Joe informed the Committee that the contract with Abacus/Situ has been signed by the Mendon Board of Selectmen as well as Abacus/Situ. Copies were made available to Mary and Don for filing.

VII. Discussion/ Review of Initial Plans from Abacus/Situ

Andrew shared the inputs he received from his staff with the Committee. A summary of what he shared is included here. For details, the comprehensive document is attached.

First, Plan B doesn't work for Andrew and his team. They prefer Plan A, as it will not require two people to staff the circulation desk on the top level at all times. Susan added that the Taft Library Trustees preferred Plan A as well.

Andrew and staff had concerns about access to the front porch. It is not large enough for story time with kids, and if adults want to access it they have to walk through the children's area. Don asked if the children's area had to be on the top floor, and Andrew stated that his staff asked the same question. Susan mentioned that due to the weight of the adult collection the adult area needs to remain downstairs and the children's area upstairs.

Andrew raised a concern about the proximity of the New Books to the children's area. Joe suggested that a half wall might be possible to isolate the children's area from the main entrance. Joe also suggested forming the New Book shelving into an "L" shape to isolate the area as well. We can follow up with Abacus on this.

Andrew's staff was a bit concerned about adequate storage, but Andrew is not as concerned. We will need to keep this in mind as we finalize plans.

With regard to shelving, Andrew measured all the shelves in the existing building and created a document that contains those updated numbers along with the recommended 30% flex space (open space) that is recommended by the Massachusetts Board of Library Commissioners. It is important to note that this space isn't meant for future growth, but instead to ease with management and movement of the current collection. The document highlights that some of the areas in the new drawing do not meet the current space + 30%, including the Picture Books, Juvenile Fiction and Non-Fiction, Young Adult and Genealogy Room. Andrew added that we probably don't need the 30% flex in the Genealogy Room, but there are a lot of historical items in the current building that are not in the Genealogy Room, so we'll have to ensure plans exist for these older items. Chuck asked about the items in storage, and Andrew stated that it is very unlikely that they will take items from storage and put them on shelving in the new building. They rarely get asked for any of that material. For details on the current shelving and the 30% flex space, see the attached document.

While reviewing the plans it was suggested that the new book area could be moved to the lower level across from the circulation desk if needed. Andrew also asked what happened to the shelving that was originally shown in the children's area between the tables. It doesn't appear on the latest drawing that specifies the linear shelf space.

With regards to other areas, Chuck asked if there would be a printer and copier available for patrons in the Public Access Computer area. Mary also suggested adding a sink to the work room to assist with lunch and snacks for the staff.

Mary agreed to follow up with Abacus/Situ about the comments made at the meeting.

VIII. Review Open Items on Decision Action Log

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

#3 – Review Mass Building Code req'ts to understand impact of going from a church (A4) to a library (A3). – UPDATE: Abacus informed the Committee that the church was the same code as the library (A3), so this is no longer a concern. CLOSED.

#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. LAST 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

#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 received an update from Tim Aicardi (Mendon Building Inspector) that a variance is not needed. We have this in writing, so this item is now closed. CLOSED

#67 – Contact Anne Mazar to try to gather a checklist of information on what the Green Communities program would like in return for the grant. UPDATE: Anne attended the meeting this evening, and the update is contained in the minutes above. STILL OPEN

#69 – Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library. UPDATE: Mary and David have been in contact with Fred Lapham and they will work with him on the need for a site survey. STILL OPEN

#71 – Revisit the linear feet for shelving in the new Taft Public Library. UPDATE: Andrew updated the Committee on the current shelving at this meeting and the document is attached. CLOSED

74 – Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ. UPDATE: The Committee knows what is needed for a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more than 60 days out of the year, a public water supply is not needed. CLOSED.

#76 – 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. UPDATE: No new update. STILL OPEN

#77 – Contact Town Counsel to determine who hires the Industrial Hygienist consultants. UPDATE: No new update. This item is pending #76 above. STILL OPEN

There were many items open from the prior meeting on February 6th, many of which require a follow up with Abacus/Situ. Don will bring the updated list of open actions to the next scheduled meeting with Abacus/Situ.

IX. Approve Payment of Invoices from Lamoureux-Pagano

Joe informed the Committee that two invoices were received from Lamoureux-Pagano for Mary's services for December and January. Both need to be paid.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve payment of the invoice for December services in the amount of \$960.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve payment of the invoice for January services in the amount of \$1200.

DISCUSSION: None.

VOTED: Unanimous by roll call vote.

X. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Nothing was raised.

XI. Next Meeting Day, Time & Agenda

Joe suggested that the group meet again in two weeks. Unfortunately, the Committee could not find a day that worked in two weeks. Therefore, the next meeting date was agreed to be March 11th at 7:00pm. The agenda will be to meet with Abacus/Situ to review all the suggestions on the latest plans and to discuss possible changes to the existing plans to allow for moving forward. Also, provided the library is accepted into the Green Communities Grant program, the items for the application will need to be discussed.

XII. Adjournment

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden, to adjourn.

DISCUSSION: None.

VOTED: Unanimous by roll call vote. The meeting adjourned at 8:33 p.m.

XIII. Attachments



Staff and Director
Feedback on Abacus C



Shelf Linear footage
at Taft.docx

Minutes by Don Morin

Approved May 6, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, April 22, 2014
7:00 p.m.

Committee Members Present:

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

Others Present:

Andrew Jenrich, Library Director, Taft Public Library

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 Chuck Noel, to approve the agenda.

DISCUSSION: Don mentioned that he forgot to put a budget review on the agenda, and Joe suggested that we add a regular agenda topic for both a budget review and to approve invoices. Don agreed to do this in the future.

VOTED: Unanimous.

III. Approval of Meeting Minutes from April 8, 2014

MOTION: A motion was made by Dan Labastie, seconded by Jay Washburn, to approve the meeting minutes from April 8, 2014.

DISCUSSION: None.

VOTED: Unanimous, with Kevin Rudden abstaining as he wasn't present at the meeting.

IV. Green Communities Grant Program

The Board of Selectmen will sign the application at their meeting posted for Wednesday, April 23rd.

V. Public Water Supply Update

Joe mentioned that he received an email from David Eisen of Abacus which contained an update from Fred Lapham of Shea Engineering on Friday, April 18th. The update was as follows:

Hi David,

An unexpected issue came up here this week. It's put me off about 3 days from when I told you the preliminary would be ready. I will email everything to you

today and the request for the well determination will be made to the Mass Drinking Water Program by Thursday next week, (Monday being a holiday).

Thanks,

Fred

VI. BVT Update

The students from BVT spent three days at the work site last week (Monday, Thursday and Friday) and have removed the boilers and the area has been swept clean. The scrap metal dumpster is still at the work site but will be removed soon. Additional demo work will take place including drywall removal at a soon to be determined date. Joe will contact Paul Fitzgerald with regards to obtaining another dumpster for that work. It is possible that additional demo work could take place, including the removal of stairs.

VII. 30% Design Review and Project Cost Estimate

Joe received an update from David Eisen of Abacus earlier in the day regarding the status of the design and cost estimate. That update is as follows:

We're still going back and forth with Fred on civil to define scope of work. We're planning on sending architectural and MEP to our cost estimator tomorrow and we will follow up with civil. No surprises on the drawings – they follow up on what you've seen. I will send to you as well.

- David

VIII. Review Open Items on Decision Action Log, Potential Future Action Items List and Donation List

Don walked the Committee through the items on the Decision Action Log. An updated copy of the document is included here, along with the Potential Future Action Items List and the Donation List. It will also be posted to the library website.

One item on the log was with regards to the need to hire a Yankee Engineering to perform geo tech borings to determine the soil conditions at the site of the future elevator.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the hiring of Yankee Engineering for \$4800 to perform geo tech borings to determine the soil conditions at the site of the future elevator.

DISCUSSION: None.

VOTED: Unanimous.

With regards to the Potential Future Action Items, all the items on the list have either already been considered or will be as part of the building design.

As for the Donation List, Joe suggested that we add one for Paul Fitzgerald for securing dumpsters for the boiler demo work. Joe and Mary provided coffee, donuts and hot chocolate for the BVT students during their demo work. Joe will get in touch with Fred Lapham to ask for a written summary of the work he has performed without compensation in order to express the Committee's gratitude.

ACTION: Joe to contact Fred Lapham to obtain a written summary of the work he has performed without compensation toward the Library Renovation project.



Taft Public Library
Decision Action Log - F

IX. Items not reasonably anticipated 48 hours prior to meeting

Joe updated the Committee that the Taft Library Trustees voted to approve the \$1100 payment for the work performed by Guardian Energy to provide the information needed for the Green Communities Grant Application.

Joe mentioned that he and Paul were at the work site last week and noticed that the septic system holding tanks for the septic system were full of water. Mary Bulso agreed to have ADC look at them when they come back to remove the porta-potty.

Joe informed the Committee that an invoice was received for OPM services from Lamoureux-Pagano for the month of March in the amount of \$960.

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

DISCUSSION: None.

VOTED: Unanimous.

X. NEXT MEETING

Based on Committee member availability the next meeting will be held on Tuesday, May 6 at 7pm at the Taft Public Library. Agenda will include an update on the Green Communities Grant, Public Water System, BVT Update, 30% Design Review with a Project Cost Estimate, Budget Update and Invoice Approvals.

XI. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:55 p.m.

Minutes by Don Morin

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 31

04/22/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
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.	10/8/2013	Mary	10/30/2013	Processing	10/30/13: Mary contacted Tim Watson and Joe Cronin and they decided to wait until we had the architectural firm on board so we can get their engineers involved. 11/25: Mary spoke with David Eisen of Abacus about getting their engineers involved with this as soon as possible. 12/11: Abacus/Situ will begin to investigate whether the new library needs a public water supply. 1/9/14 - Abacus is working on this with their civil engineer; we should expect an update at our next meeting with Abacus. 2/20/14 - 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. 3/11/14: Fred Lapham of Shea Engineering is pursuing this for the Committee. 3/20/14: This item will be revisited once the Public Water Supply topic is resolved. 4/8/14: Nothing new to report.		
101	Obtain a quote for moisture slab testing.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary mentioned that David will determine whether this is needed based on what type of flooring is recommended. Kevin and Dan stated that the church has always had moisture in the lower level. Joe stated that in his rain water report in 2013 the cupola leaked, which could have contributed to the problem. 4/8/14: Nothing new to report. 4/22/14: Nothing new to report.		
102	Explore options for someone to remove the cupola and patch the roof.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary has advertised with a couple of publications seeking a taker for the cupola. Joe will also ask the Board of Selectmen if they want to offer this to the town residents. 3/26/2014: Mary hadn't gotten any responses from her advertisements. 4/8/14: Nothing new to report. 4/22/14: Nothing new to report.		
102	Investigate options for replacing the single pane windows.	3/20/2014	Mary	4/8/2014	Processing	3/26/2014: Mary had Pace Glass look at the windows and they recommended that we start over and not try to retrofit the existing windows. Two other firms said the same thing. Mary has Milford Glass coming out to look as well. 4/8/2014: Mary stated that DVW will be visiting the church next week. They are currently retrofitting the windows at the Milford Town Hall. 4/22/14: Nothing new to report as Mary was not in attendance.		
105	Ask Abacus when a 30% review will be ready along with a cost estimate.	3/20/2014	Mary	3/26/2014	Processing	3/26/2014: The 30% review and cost estimate were being held up by the site plan and HVAC work. Now that those are being completed, Abacus should be able to close this item soon. They are prioritizing the HVAC and insulation work now, as it will be needed for the Green Communities Grant application. 4/8/2014: The 30% review and cost estimate are still awaiting the site plan to be completed. 4/22/2014: Abacus expects to have a review and cost estimate ready for our next meeting on May 6.		
106	Complete Public Water Supply narrative and send it to Joe Cronin by the end of March.	3/26/2014	Fred L.	3/31/2014	Processing	4/8/2014: Fred updated David Eisen that he would have the work completed by mid-May. 4/22/14: Fred updated David Eisen that he would have the information to the Massachusetts Drinking Water Program by Thursday, April 24.		
81	Show on the drawings where furniture could be parked when moved to allow for activities, meetings, lectures, etc. of up to 25 people	2/6/2014	David E.	3/6/2014	Open			
82	Provide alternative layouts for how furniture can be laid out for meeting functions of up to 25 people.	2/6/2014	David E.	3/6/2014	Open			
83	Review existing schedule and update it as needed.	2/6/2014	Mary/David E.	3/6/2014	Open			
85	Document what the seating capacity will be in the lower level for meeting space. It was suggested that we keep it to 25 or less due to the concerns over the public water supply requirements.	2/6/2014	David E.	3/6/2014	Open			
98	Should the water heater be a point of use system?	3/11/2014	Mary/David E.	3/20/2014	Open	3/20/2014: This will be revisited later in the project.		
103	Put together bid documents for the asbestos abatement work.	3/20/2014	Mary	tbd	Open	3/26/2014: The asbestos abatement work will be part of the design scope.		
107	Contact Abacus to clarify questions about the sketch for the location of the HVAC units and the MEP document.	4/8/2014	Mary	4/22/2014	Open			
110	Contact Fred Lapham to obtain a written summary of the work he has performed without compensation toward the Library Renovation project.	4/22/2014	Joe	5/6/2014	Open			

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 31

04/22/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
1	Post pictures from St. Michael's Church so others can view.	1/16/2013	Bill	1/23/2013	Closed	Pictures have been posted to Google Photo Site for all to see. Link is attached in comments to the right.	1/18/2013	Link to pictures of St. Michael's Church
2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Title V Inspection was not performed. Item was removed from P&S Agreement by Town Counsel. As built drawings for septic system are on file in Board of Health office at Town Hall. The system was built in 2009, so expectations are that it is in good condition.	1/30/2013	1/30: Need to understand if change from church to library alters the requirements of the septic system. Will generate a new action in the log for this.
3	Review Mass Building Code requirements to understand impact of going from a church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Closed	6/6: Moritz has gathered information regarding what we believe is needed to bring the new library building into compliance with Mass Building Code. The information will be kept for future review after the architect is brought on board. 2/20/14: Abacus informed the Committee that the church was the same code as the library (A3), so this is no longer a concern.	2/20/2014	2/27: Moritz reported that he is still investigating this and will bring a comprehensive update to the March 13 meeting. 3/20: Moritz provided an update on the need for a sprinkler system and a 2000 gallon septic system. Moritz will try to get copies of the septic system plans and the well water specifications from the Board of Health. 6/26: Kevin Rudden picked up the septic plans and provided them to Don for future reference.
4	Get someone to clear snow from walk and steps at St. Michael's Church.	1/16/2013	Kevin	1/30/2013	Closed	Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow if less than 3 inches.	1/30/2013	2/13: Kevin will get name of scout responsible to Andrew so he can coordinate.
5	Find out what it will take to get natural gas to the church property.	1/23/2013	Paul / Jay	2/27/2013	Closed	5/23: 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.	5/23/2013	1/30: Clough was hooked up at no cost to the town. Paul spoke with Marjorie McDonald from NStar and she is evaluating what it will take now. 2/13 update: M. McDonald called Paul earlier today and left a msg. Paul will return the call. 2/27: Paul brought non-binding applications to inquire about cost for a main line and a hookup to the new library. Joe/Don will take these to the BOS for review. 3/20: Don and Joe took the request to the BOS for signature and Joe forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar. 4/10: NStar is working on the quote; we should hear back soon.
6	Test Fire Alarm System once phone is set up at the church. 5/13: What will monitoring cost? (Paul) 5/13: What do the schools pay for their service? (Don) 5/13: What does the town pay for monitoring service for other buildings? (Kevin)	1/30/2013	Paul	2/27/2013	Closed	3/27: Mike Ammendolia informed the committee that we can hook directly to Mendon Dispatch. Paul contacted Lawney Tinio to make this happen, and has since met with Custom Alarm. Still have many questions to answer. 5/23: Paul updated the group that he had been in contact with the Mendon Fire Department and Custom Alarms and that it would cost ~\$400/year to add monitoring to the existing alarm system. The group will not act on this at this time. Joe was in contact with the insurance company and while it is better to have the monitoring in place, having the alarm sound with no monitoring is better than nothing. 5/30: Don updated the group that he got in touch with Jay Byer and the cost for the schools to monitor their buildings is \$650/year each. Jay also informed Don that the two schools in Upton are connected directly to Upton Dispatch, so no monitoring fee is required. He said that Mendon has a grant to upgrade its dispatch center after which time the schools might be able to dial in directly. Jay will update Don when he learns more.	5/23/2013	2/13: The fire alarm works fine but it requires the dialer to go to a third party monitoring company. Paul will check to see what it would take to make this a direct line to the Mendon Dispatch Center. 2/27: Group agreed to take this issue to the BOS to see if a direct connection to Mendon Dispatch is possible. 3/20: Don and Joe asked the BOS if they could find out if the new library could tie directly into Mendon Dispatch. The committee is awaiting an answer. 4/10: 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. 5/13: Paul met with Custom Alarms and is working out a possible solution. Many questions need to be answered, can the panel be reprogrammed? Do we need a second phone line? What type of monitoring does our insurance require? How much will monitoring cost? Where will the funds come from?
7	Gather simpler RFQ's for OPM's for review at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to revise this document for the rest of the committee to review on 2/27.	2/13/2013	2/13: Amy provided Request for Designer Services from the construction of a Fire Station in Marshfield.
8	Log in to new town email so we can all use these for future correspondences.	2/13/2013	Full Committee	2/27/2013	Closed	3/27: All committee members can now access their town email accounts so we will use them for all future business pertaining to the building committee.	3/27/2013	2/27: Some have had issues with this. They will seek tech support from JNiro@Worldband.com. 3/20: A couple of members are still having problems logging in. Everyone agreed to take care of this.
9	Edit the Marshfield Fire Station request for services for OPM and send to committee for review at 2/27 meeting.	2/13/2013	Joe	2/19/2013	Closed	Joe completed the updates and distributed the document to the full team for review.	2/19/2013	
10	Once members receive OPM document, send comments to Don so he can compile for review at 2/27 meeting.	2/13/2013	Full Committee	2/25/2013	Closed	A few members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting.	2/25/2013	
11	Check with Anne Mazar to understand what Fuel Efficient Vehicles Policy, Criteria 4 means and if Mendon has adopted it.	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	4/10: 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.

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

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Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
12	Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/13: Send updated timeline of funding needs to Linda. (Susan)	2/13/2013	Susan	tdb	Closed	5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bond schedule making funds available in FY14.	5/23/2013	2/27: 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. 5/13: Joe created a timeline for funding needed. Susan will provide this to Linda Hawkes.
13	Gather sample RFQ's for architect for review at future meeting.	2/13/2013	Amy	3/20/2013	Closed	3/20: Amy provided sample RFS documents to the committee for review at a future meeting.	3/20/2013	
14	Request time on next BOS meeting to discussion natural gas and direct line to Mendon Dispatch for alarm system.	2/27/2013	Don	2/28/2013	Closed	3/20: Don sent the request and Joe and Don were put on the agenda for the March 4th BOS meeting.	2/28/2013	
15	Update OPM RFS document with committee inputs and send to Joe, Amy and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed	3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel review.	3/2/2013	
16	Bring natural gas and alarm system direct line requests to BOS at their next meeting.	2/27/2013	Joe / Don	3/4/2013	Closed	3/20: Joe and Don took the requests to the BOS on March 4th.	3/4/2013	
17	Send updated OPM RFS document to Legal Counsel after revisions by Don, Joe and Amy are incorporated.	2/27/2013	Susan	3/8/2013	Closed	3/20: Susan provided the document to Town Counsel and inputs were received. The committee reviewed the comments at the 3/20 meeting.	3/15/2013	
18	Obtain copies of the septic system plans and well specifications from the Board of Health.	3/20/2013	Moritz Kevin	4/3/2013	Closed	6/26: Kevin provided copies of the septic system plans to the Committee. Don is holding them with other Library Committee documents.	6/26/2013	4/24: Moritz has not had a chance to pick up the plans. Kevin Rudden offered to do this for Moritz. 5/13: Kevin hasn't had a chance to get the documents yet. 5/23: Kevin has the septic plans, but was unable to attend on 5/23 so he'll bring them to the next meeting.
19	Follow up on available shelving at U Mass Dartmouth.	3/20/2013	Andrew Joe	4/3/2013	Closed	contacted Lawney Tinio and he has obtained the shelving. It needs to be moved to the old Fire Station for storage. 5/30: Joe, Moritz and Paul will put some shelving together on June 5th at the future home of the library. It is believed that the shelving is too heavy to have the boy scouts unload it, so the group will discuss what to do after Joe, Moritz and Paul experiment with moving some of the shelving. 6/18: There has been no update as to when the shelving needs to be loaded into the old Fire Station. 7/31: 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 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. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage. Don will ask Joe to contact Lawney about this. 8/21: 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.	8/21/2013	4/10: Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20th. 4/24: U Mass Dartmouth was closed on 4/20, so the shelving will now be delivered on May 4th. 5/13: Shelving was picked up by Tinio Corp. It now needs to be moved from trailers to the old Fire Station for storage. 5/23: 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.
20	Send updated OPM RFS document to Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	4/10: Susan took care of this and the document will get its final review at the 4/10 meeting.	4/3/2013	
21	Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News.	3/27/2013	Don	4/8/2013	Closed	4/10: Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement.	4/8/2013	
22	Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services.	3/27/2013	Joe	4/8/2013	Closed	4/10: 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.	4/8/2013	
23	Review OPM Contract received from Town Counsel as well as fire station contract in preparation for discussion at April 10th meeting.	3/27/2013	Full Committee	4/10/2013	Closed	4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24 meetings.	4/10/2013	
24	Create first draft of RFS for Architectural services using town of Granby document as a reference.	3/27/2013	Joe	4/8/2013	Closed	Committee will review the RFS for Architectural Services at a future meeting in preparation of reviewing it with the OPM once we have one on board.	5/13/2013	4/10: Joe needs to do a bit more work to complete the first draft. The Committee will review this at a future meeting. 5/13: Joe completed the first draft of the document. The Committee will review it at a future meeting.
25	Add parking lot lighting and outdoor mounted equipment to future action items list of Decision Action Log	3/27/2013	Don	4/10/2013	Closed	4/10: Don added these two items to the Potential Future Action Items tab of the Decision Action Log workbook.	4/10/2013	

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Project Name: Renovation of St. Michael's Church to Taft Public Library

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Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
26	Contact Blythe Robinson in Upton to obtain copies of their RFS for an Architect for the Town Hall Renovation project.	4/10/2013	Kevin	4/24/2013	Closed	4/24: Kevin obtained the sample documents from Blythe Robinson and sent them to Don. Don forwarded them to Joe for him to use on the first draft of our architectural services RFS.	4/24/2013	
27	Update OPM Contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document	4/24/2013	Don	5/13/2013	Closed	5/13: Committee will use the updated contract once the OPM is selected.	5/13/2013	5/13: Don updated the document and distributed it to the Committee for further review and input.
28	Invite Rich Schofield to the 5/13 meeting to discuss funding for short term needs.	5/13/2013	Joe	5/23/2013	Closed	5/30: Joe invited Rich to the 5/23 and 5/30 meeting but Rich was unable to attend either. This will be revisited in the future.	5/30/2013	5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to attend the next meeting on 5/30.
29	Attend Mendon BOS meeting on 5/21 and bring the following items to them: lawn cutting at 29 North Avenue, insurance on 29 North Ave and requirement for fire alarm monitoring, possible sale and relocation of rectory, and short term payment of bills (e.g. \$110 for ad in Milford Daily News).	5/13/2013	Joe/Susan	5/21/2013	Closed	5/23: . Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS appointed the committee to additional terms to extend through the life of the project, they named Mark Reil 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.	5/23/2013	
30	Check with Claudia about possibility of paying short term bills with Taft Library funds and get reimbursed from bond at a later time.	5/13/2013	Andrew	5/23/2013	Closed	5/23: Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay.	5/23/2013	
31	Check with DOR about possibility of paying bills with short term expense funds and getting reimbursed with bond funds from debt exclusion in the future.	5/13/2013	Susan	5/23/2013	Closed	5/23: There was no need to do this separately as Claudia looked into this for the committee.	5/23/2013	
32	Send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting.	5/30/2013	Don	5/30/2013	Closed	6/6: Don sent the score sheets to the Committee on May 30 as planned.	5/30/2013	
33	Send completed score sheets to Don prior to the June 6 meeting.	5/30/2013	Full Committee	6/6/2013	Closed	6/6: Nine of the ten Committee members submitted their score sheets to Don on time.	6/6/2013	
34	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.	5/30/2013	Joe, Moritz, Paul	6/5/2013	Closed	7/31: 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 will recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this by the next meeting on August 14th. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage.	8/14/2013	6/6: 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. 6/18: The group got rained out on June 11th. They will try again 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.	6/6/2013	Joe	6/10/2013	Closed	6/18: The interview will take place on June 26th as the OPM wasn't available on the 18th.	6/10/2013	
36	Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee.	6/6/2013	Joe	6/28/2013	Closed	6/18: Kevin verified that the spacing for shelving should be 42".	6/18/2013	
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.	6/6/2013	Don	6/28/2013	Closed	6/18: 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. 6/28: Don added all the requested items to the Donation List.	6/28/2013	
38	All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013.	6/18/2013	Full Committee	7/1/2013	Closed	7/31: All members have been sworn in for FY 14.	7/31/2013	
39	Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services.	7/2/2013	Joe	7/8/2013	Closed	7/31: 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.	7/31/2013	
40	Request OPM for a plan on how they can assist with the process of selecting an architect.	7/2/2013	Full Committee	7/30/2013	Closed	7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the meeting on 8/14.	8/14/2013	

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Project Name: Renovation of St. Michael's Church to Taft Public Library

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Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
41	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.	7/31/2013	Don / Paul	8/7/2013	Closed	8/14: Don updated the RFS document and provided it to Paul, who supplied it to Mary Bulso, OPM, along with other pertinent documents.	8/14/2013	
42	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin provided a document that the Committee reviewed and approved for release at its meeting on 8/14.	8/14/2013	
43	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin redacted all the confidential information he found in the OPM proposals. The Committee will now make them available to P3 for review.	8/14/2013	
44	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 14 th .	7/31/2013	Don	8/1/2013	Closed	8/14: Don informed Diane Willoughby about the availability of the redacted documents so she can alert P3 of their availability date.	8/14/2013	
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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
46	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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
47	Contact Diane Willoughby to schedule a review of redacted OPM bids with P3.	8/21/2013	Joe/Paul	9/6/2013	Closed	10/8/2013: Diane and Joe have tried to contact P3 without success, so this item will be dropped.	10/8/2013	8/27: Don reported that Joe has been in contact with Diane Willoughby to set up time with P3. Still working on agreeing on a day/time to meet.
48	Provide list of all Building Committee member emails to OPM.	8/21/2013	Don	8/23/2013	Closed	8/27: Don sent the email list to Mary.	8/23/2013	
49	Update RFP for Designer Services and provide updated version to full Committee for review at next meeting.	8/27/2013	Don/Mary	9/5/2013	Closed	9/5/2013: Don distributed the updated RFP to the Committee for review at the 9/5 meeting.	9/5/2013	
50	Submit advertisement for RFQ for Designer Services to the Central Register and Dodge Report.	9/16/2013	Amy	9/17/2013	Closed	9/19: Amy submitted the advertisement to the Central Register and Dodge Report for posting on 9/25/13.	9/17/2013	
51	Submit advertisement for RFQ for Designer Services to the Milford Daily News.	9/16/2013	Don	9/17/2013	Closed	9/19: Don submitted the advertisement to the Milford Daily News for posting on 9/25/13.	9/17/2013	
52	Update RFQ for Designer Services and distribute to Committee for one last reading to ensure all updates were captured.	9/19/2013	Don	9/25/2013	Closed	10/8: Don distributed the updated RFQ to the full Committee for review.	9/25/2013	
53	Compile responses to questions from potential responders and send to Don for posting to the library website.	10/8/2013	Joe	10/15/2013	Closed	10/24: Addendum containing questions from potential responders was posted on 10/15.	10/15/2013	
54	Update matrix to be used for rating and ranking the responders to the RFQ for Designer Services.	10/8/2013	Don	10/24/2013	Closed	10/24: Don distributed the updated rating matrix that will be used to rate the three responders to the RFQ for Designer Services.	10/24/2013	
55	Send a letter to Library Trustees to explain the contribution of \$10,000 as a matching grant for donations to the Taft Library Building Renovation project.	10/8/2013	Kevin	10/24/2013	Closed	10/24: Kevin sent a letter to the Taft Library Trustees regarding his challenge donation. Susan Darnell sent a thank you letter on behalf of the trustees to Kevin.	10/24/2013	
57	Drop sign-in sheet from site visit for potential responders to RFQ for Designer Services off at Town Hall.	10/8/2013	Paul	10/21/2013	Closed	10/24: Paul dropped off a copy of the sign-in sheet from the site visit for potential responders to the RFQ for Designer Services to Diane Willoughby at the Town Hall.	10/24/2013	
58	Provide updated drawings to Joe to be scanned and posted to library website.	10/24/2013	Mary	10/30/2013	Closed	11/5: Mary provided the drawings to Joe and he sent them to Andrew to have them posted to the library website, which he did.	11/5/2013	
59	Perform reference checks for Abacus/Situ.	10/30/2013	Amy	11/5/2013	Closed	11/5: Amy performed the reference checks on Abacus/Situ and presented her findings to the full Committee at the 11/5 meeting.	11/5/2013	
60	Perform reference checks for DRA.	10/30/2013	Paul	11/7/2013	Closed	11/7: Paul performed the reference checks on DRA and presented his findings to the full Committee at the 11/7 meeting.	11/7/2013	

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

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Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
61	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.	11/7/2013	Joe	11/18/2013	Closed	11/20: Abacus was not available on 11/18 so they will be on the Board of Selectmen's agenda on 12/2 instead.	11/14/2013	
62	Contact all three responders to the RFQ for Designer Services to inform them of the Building Committee's decision.	11/7/2013	Mary	11/8/2013	Closed	11/9: Mary called all three responders to notify them of the Building Committee's decision. Formal letters will be sent to the three responders after approval from the Mendon BOS to enter into contract negotiations with the selected firm. 12/11: Mary contacted all three responders to inform them of the decision.	12/11/2013	
63	Contact Arcudi Oil to inform them not to deliver oil to the future site of the public library this winter.	11/7/2013	Andrew	11/15/2013	Closed	12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue.	12/11/2013	
64	RSVP to Lisa Lepore if you want to attend the Employee and Volunteer Holiday Party.	11/20/2013	Full Committee	12/1/2013	Closed	12/11: A few members of the Building Committee plan to attend the Employee and Volunteer Holiday Party.	12/11/2013	
65	Ask Building Inspector if a variance will be needed for the new library building for lack of distance to center of street.	11/20/2013	Kevin	12/11/2013	Closed	12/11: 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. 1/9: Kevin spoke to both Mendon's Building Commissioner, Tim Aicardi, and Milford's (John Erickson, whom Tim works for part-time) regarding the question of whether a zoning variance or special permit is needed in order to convert the former St. Michael's Church building into a new town-owned library building. Aicardi and Erickson reviewed Mendon's zoning by-laws together and told Kevin that a variance/special permit is not needed. 2/20/14 - Kevin received an update from Tim Aicardi (Mendon Building Inspector) that a variance is not needed. We have this in writing, so this item is now closed.	2/20/2014	
66	Send Building Committee contact information to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the Building Committee contact information to Abacus/Situ the day after the last meeting.		
66	Contact Mary and Abacus/Situ to ask if they can meet at the new site on 12/10 or 12/11.	11/20/2013	Joe	12/3/2013	Closed	11/26: Joe contacted Mary Bulso who contacted Abacus/Situ about meeting at the future site of the Taft Public Library for our next meeting. Everyone is available to do this on Wednesday, December 11th. Don has posted a meeting for that date.	11/25/2013	
67	Contact Anne to try to gather a checklist of information on what the Green Communities program would like in return for the grant.	12/11/2013	Susan	12/20/2013	Closed	1/9: Green Communities activity is on-going. We are waiting to see if the state will allow the addition of the library building to the town's list of eligible properties for the Green Communities program. We should know mid-January what their decision is. 2/20/14 - Anne attended the meeting this evening, and the update is contained in the minutes of the Feb 20 meeting.	2/20/2014	
68	Suggest a day next week to meet with Anne Mazar to discuss the Green Communities program grant.	12/11/2013	David E.	12/13/2013	Closed	1/9: Abacus/Situ met with the Green Communities program representatives and the Mendon program coordinators on December 18th.	12/13/2013	
69	Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library.	12/11/2013	Kevin	1/9/2014	Closed	1/9: Kevin is still pursuing this. He will have an update at the next meeting. 2/20/14: Mary and David have been in contact with Fred Lapham and they will work with him on the need for a site survey, as one has not been done.	2/20/2014	
70	Post the septic system plans to the library website.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew posted the plans to the library website.	12/13/2013	
71	Revisit the linear feet for shelving in the new Taft Public Library.	12/11/2013	Andrew	1/9/2014	Closed	1/9: Andrew is reviewing with the MA Library Systems and will have an update at our next meeting. 2/20/14: Andrew updated the Committee on the current shelving at this meeting and the document is attached.	2/20/2014	
72	Send pointer to original floor plans created from DRA to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the pointer to all plans that are available on the website.	12/13/2013	
73	Send soft-copy of all handouts given out at meeting to Don to attach to the minutes.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes.	12/13/2013	
74	Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ.	12/11/2013	Joe	1/9/2014	Closed	1/9: This item is on-going with Abacus taking the lead. 2/20/14: The Committee knows what is needed for a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more than 60 days out of the year, a public water supply is not needed.	2/20/2014	
75	Send link and explanation of what's contained in the Decision Action Log to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent link and explanation to Abacus/Situ after the last meeting.	12/13/2013	
76	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.	12/11/2013	David E.	1/9/2014	Closed	1/9: Abacus is working on this. Mary will follow up with them on the status. 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design.	3/11/2014	
77	Contact Town Counsel to determine who hires the Industrial Hygienist consultants.	12/11/2013	Joe	1/9/2014	Closed	1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the Building Committee to approve the selection for reimburseable expenses will continue.	3/11/2014	

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 31

04/22/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
78	Take a look at the roof of the former church to understand how many layers of material exist.	12/11/2013	Jay	1/6/2014	Closed	1/9: There are two layers of shingles on the roof, the most recent layer within the last ten years.	1/9/2014	
79	Add linear footage and color code by collection type to the shelving on the next revision of the drawings.	2/6/2014	David E.	2/20/2014	Closed	2/20/2014: David provided an updated drawing with color coding of the type of collections for each type of shelving.	2/20/2014	
80	Provide a cost of replacing the stairs from the main level to the lower level with code compliant ones.	2/6/2014	David E.	3/6/2014	Closed	3/11/14: The Committee decided to replace the stairs as part of selecting a specific design from Abacus.	3/11/2014	
84	Write a letter stating that we don't anticipate that the occupancy of the new Taft Public Library will exceed 25 people more than 60 days per year.	2/6/2014	Andrew	3/6/2014	Closed	3/4/2014: Andrew has all the information regarding usage of the library, but the group is holding off on a letter until it knows more about what is needed for a Public Water Supply. 3/11/14: The Public Water Supply issue is much more complex than originally thought so this letter won't be needed.	3/11/2014	
86	Ask Shea Engineering for quote for a site survey.	2/6/2014	David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for a site survey. The Owner is responsible for a topographic survey and Abacus will use Shea for the complete survey.	3/4/2014	
87	Look into obtaining a quote for testing for hazardous material.	2/6/2014	Mary/David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for the testing. It will be reviewed by the Building Committee at the meeting on 3/11. 3/11/2014: The quote was reviewed and approved at the meeting on 3/11/14.	3/11/2014	
88	Obtain a copy of the Mendon Zoning By-Laws and provide them to Abacus/Situ.	2/6/2014	Mary	3/6/2014	Closed	2/20/2014: Mary supplied the Zoning By-Laws to Abacus/Situ.	2/20/2014	
89	Arrange a meeting with BVT to begin discussions on potential support of the project, like installation of insulation/siding panels, construction of furniture, etc.	2/6/2014	Mary	3/6/2014	Closed	3/20/2014: Mary has left messages for Tom Belland at BVT and is awaiting his reply. 3/26/2014: Mary met with Tom Belland and now has a better understanding of what type of work the students can assist with. They were recently removed from the Upton work due to concerns from contractor insurers. It was suggested that we use BVT now for demo work prior to bringing a GC on board. Work could also be done at the school and brought in. Perhaps the students could build some items for the new library.	3/26/2014	
90	Drop the signed copies of the contract with Diane Willoughby on Monday so that the Board of Selectmen can sign them.	2/6/2014	Andrew	2/10/2014	Closed	2/20/2014: Andrew dropped off the signed copies with Diane at the BOS office.	2/20/2014	
91	Let Abacus know that they will need to start putting together a list of things that could be Green Communities grant eligible along with the specifications, costs and ROI.	2/20/2014	Mary	3/6/2014	Closed	3/20/2014: The Committee agreed to pursue high efficiency air source heat pumps for the HVAC system and to apply for a Green Communities Grant for a better system than the Committee could originally afford. 3/26/2014: Mary has been working with David Eisen on finalizing the insulation decisions so that the cost estimates for the HVAC system can be completed. Work should be completed in time for the grant application.	3/26/2014	
92	Update the Committee on whether the library is eligible for the Grant Communities Grant program.	2/20/2014	Anne M.	3/6/2014	Closed	3/4/2014: Anne informed the committee that the library is eligible, but the town needs to close out existing projects before being able to apply for more. She'll know more about this by 3/13/2014. 3/20/14: Anne informed the Committee that \$130K is available for the library via the Green Communities Grant Program. The application deadline is April 18th and Anne will help with the narrative.	3/20/2014	
93	Provide oil consumption information from former church to Sergio/David	3/4/2014	Don	3/11/2014	Closed	3/11/2014: Don forwarded the oil consumption information to David and Sergio.	3/11/2014	
94	Follow up with Board of Selectmen to validate that process being used is appropriate for handling owner expenses.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The process being used is working out well for the BOS's office and will continue.	3/11/2014	
95	Contact the Water Commissioners to find out who the town uses for its public water supply management and testing.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The Water Commission uses Tim Watson for the testing and maintenance of the town's public water supplies. Future engagement with that board will need to take place.	3/11/2014	
96	Contact the Town Clerk to inquire about whether a public meeting can be held in a building without a public water supply.	3/11/2014	Joe	3/20/2014	Closed	3/20/2014: Joe received an update from the Mass. DEP via the Mendon Board of Health that stated that "changing the status of the meeting rooms to public use is the trigger for public water system determination". Given this, the Committee will continue to pursue this with Abacus and Fred Lapham of Shea Engineering.	3/20/2014	
97	Check to see if an electric backup is required for air source heat pumps.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: Abacus' engineering consultant Sergio Siani stated that "the heat pumps would be sized so that they alone can provide the required heat. We have a number of these installed in projects that heated the buildings during this past cold winter without needing supplementary heating."	3/20/2014	
99	What are the startup costs of the two different efficiency versions of the air source heat pumps?	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
100	Update the comparisons for startup and operating costs for the top three options and clearly show with and without A/C so we can compare apples to apples.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 31

04/22/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
101	Work with Bill and Anne to clarify the role of the Green Communities Grant Coordinator (Bill's role) should a grant be received.	3/20/2014	Don	3/26/2014	Closed	3/26/2014: Don exchanged emails with Anne who described the role of Bill which is to make the projects run smoothly and coordinate details and logistics of the GC projects. He also uploads the energy data in to the MassEnergyInsight computer program.	3/26/2014	
104	Put together a budget summary for review at all future meetings.	3/20/2014	Don/Joe	3/26/2014	Closed	3/26/2014: Mary and Paul have supplied example budget tracking documents for Joe and Don to use. They will have one for review a the April 8 meeting. 4/8/2014: Don shared a sample budget tracking sheet with the Committee and it was well received. Paul suggested adding a column on the summary page to specify the awarded amount for each budgeted item. Don agreed to do this. 4/22/2014: The budget will be reviewed at all future meetings.		
108	Check into the possibility of getting dumpsters supplied to support the BVT work.	4/8/2014	Paul	4/22/2014	Closed	4/22/2014: Paul was able to get dumpsters for the boiler demo work. Thanks Paul!		
109	Check on the availability of a licensed engineer to perform the analysis of the soil conditions at the future location of the elevator.	4/8/2014	Dan	4/22/2014	Closed	4/22/2014: Dan was able to get a structural engineer to certify the soil analysis at the site of the future elevator. Unfortunately, Abacus' structural engineer prefers to have borings dug at the site to better guarantee the conditions of the soil. Therefore, Dan's engineer will not be used.		

Approved May 12, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, May 6, 2014
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Jay Washburn

Others Present:

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

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 Dan Labastie, seconded by Susan Darnell, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from April 22, 2014

MOTION: A motion was made by Jay Washburn, seconded by Dan Labastie, to approve the meeting minutes from April 22, 2014.

DISCUSSION: None.

VOTED: Unanimous, with Amy Fahey abstaining as she wasn't present at the meeting.

IV. Green Communities Grant Program

Joe reported that the Board of Selectmen signed the Green Communities Grant application at their meeting on Wednesday, April 23rd. Anne Mazar informed Joe that the application was submitted by the deadline and that she was just waiting to hear if the funding will be granted. She expects to hear by June, but also let Joe know that she will see if she can get any better information as to when she should hear about the decision.

V. Public Water Supply Update

Andrew spoke with Fred Lapham of Shea Engineering earlier in the day to review library occupancy numbers. The application is in process. The Committee members expressed concern about the length of time this process is taking. Joe agreed to follow up with David Eisen to ensure that this item get resolved as soon as possible, as it will hold up the project if it gets delayed much longer.

Mary mentioned that she learned that the septic system was installed by someone whose last name was Tetreault. Some Committee members thought that this may have been Mike Tetreault. Mary will follow up to see if she can get more information on the septic system.

VI. BVT Update

Joe shared a copy of the article in the recent Town Crier (May 2, page 25) that contained a picture and information about the work that the BVT students have been performing at the future home of the library. Chuck suggested that we start collecting articles like this that describe different things happening with the project. Joe asked Chuck if he wouldn't mind handling this and he obliged.

Mary reported that the HVAC team did a great job in the boiler room and that the room was completely empty with the exception of one item on a wall that needs to go. That can be removed at a future date. Mary mentioned that the HVAC team may be able to do commissioning work in the fall when we are at that phase of the project. She also mentioned that the carpentry team will be available to do some demo work at the end of May or beginning of June. The details of that work are still to be determined. Mary may also look at getting the electrical team to do some work in the future.

VII. Status of Geo Tech Borings

The geo tech borings needed for the elevator installation have been completed, but the test pits have not yet been dug. Mary will bring the results to the Committee when they are ready. Mary acknowledged Joe for removing part of the ramp to allow for better access to the area for the borings and test pits. Joe and Moritz performed this work last Saturday. Thanks Joe and Moritz!

VIII. 30% Design Review and Project Cost Estimate

The Committee received the preliminary cost estimate for the new library based on the 30% design. Dan provided a large copy of the design for the group to use for review. The copy will remain at the library for others to see. Since the cost estimate was very long and comprehensive, it was suggested that we review it in detail with David Eisen at our next meeting. At a high level, a few comments that were raised were the fact that a 5% contingency for an existing building seemed too low, and that there was no mention of any abatement costs.

When asked about fund raising by the Trustees, Susan explained that the team wanted to understand where any potential shortfall in the budget existed so that they can come up with a plan for some targeted items to raise funding for. Once we meet with David Eisen, we'll have a better understanding of the overall estimate and can probably highlight some areas where funding will be needed.

IX. Review Open Items on Decision Action Log, Potential Future Action Items List and Donation List

Don walked the Committee through the items on the Decision Action Log. An updated copy of the document is included here. Joe suggested to Don that he send

David Eisen a copy of those items on the log that we'll be looking to get answers on, and Mary stated that she regularly copies him on updates to the log.

ACTION: Don will send David Eisen a list of the open items on the Decision Action Log for review at our next meeting.



Taft Public Library Decision Action Log - f

X. Exchanging Ideas among Committee Members and Compliance with Open Meeting Law

Don referred to a recent email from David Eisen asking to gather feedback from Committee members via email regarding the design package and initial cost estimate. Don reminded David and the Committee that we need to refrain from "deliberating" via email when a quorum of the Committee is involved. Instead, as we have been doing, all correspondence between the Architect and the Committee should continue to go through a small team consisting of the Chair, Vice Chair and Secretary, along with the project OPM. The Committee agreed.

XI. Items not reasonably anticipated 48 hours prior to meeting

Given the success we've had with getting volunteer work from the BVT students, Mary suggested we look to the Worcester County Sherriff's office to see if their inmates perform demo work in addition to the painting services that they offer. Mary agreed to check with the Sherriff's office to see if they offer demo work.

ACTION: Mary to check if the Worcester County Sherriff's department offers services to perform demo work for communities within Worcester County.

XII. NEXT MEETING

Based on David Eisen's availability, the next meeting will be held on Monday, May 12 at 6pm at the Taft Public Library. Agenda will include a comprehensive review of the 30% Design along with the initial Project Cost Estimate, a Budget Update, Invoice Approvals, and a review of the Decision Action Log. Susan asked Andrew if they could provide pizza for the meeting, and Andrew stated that they could.

XIII. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:46 p.m.

Minutes by Don Morin

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 32

05/06/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
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.	10/8/2013	Mary	10/30/2013	Processing	10/30/13: Mary contacted Tim Watson and Joe Cronin and they decided to wait until we had the architectural firm on board so we can get their engineers involved. 11/25: Mary spoke with David Eisen of Abacus about getting their engineers involved with this as soon as possible. 12/11: Abacus/Situ will begin to investigate whether the new library needs a public water supply. 1/9/14 - Abacus is working on this with their civil engineer; we should expect an update at our next meeting with Abacus. 2/20/14 - 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. 3/11/14: Fred Lapham of Shea Engineering is pursuing this for the Committee. 3/20/14: This item will be revisited once the Public Water Supply topic is resolved. 4/8/14, 4/22/14, 5/6/14: Nothing new to report.		
101	Obtain a quote for moisture slab testing.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary mentioned that David will determine whether this is needed based on what type of flooring is recommended. Kevin and Dan stated that the church has always had moisture in the lower level. Joe stated that in his rain water report in 2013 the cupola leaked, which could have contributed to the problem. 4/8/14, 4/22/14, 5/6/14: Nothing new to report.		
102	Explore options for someone to remove the cupola and patch the roof.	3/11/2014	Mary	3/20/2014	Processing	3/20/2014: Mary has advertised with a couple of publications seeking a taker for the cupola. Joe will also ask the Board of Selectmen if they want to offer this to the town residents. 3/26/2014: Mary hadn't gotten any responses from her advertisements. 4/8/14, 4/22/14: Nothing new to report. 5/6/14: Joe mentioned that the cross on the cupola was made of wood, and that the cupola was copper. Perhaps we should consider removing the cross and shining the cupola and leaving it in place.		
106	Complete Public Water Supply narrative and send it to Joe Cronin by the end of March.	3/26/2014	Fred L.	3/31/2014	Processing	4/8/2014: Fred updated David Eisen that he would have the work completed by mid-May. 4/22/14: Fred updated David Eisen that he would have the information to the Massachusetts Drinking Water Program by Thursday, April 24. 5/6/14: Fred spoke with Andrew on May 6 about occupancy numbers at the library to try to finalize all questions about the application, which has been submitted.		
110	Contact Fred Lapham to obtain a written summary of the work he has performed without compensation toward the Library Renovation project.	4/22/2014	Joe	5/6/2014	Processing	5/6/2014: Joe submitted a request to Fred regarding the work he has been performing toward the project and is awaiting his reply.		
81	Show on the drawings where furniture could be parked when moved to allow for activities, meetings, lectures, etc. of up to 25 people	2/6/2014	David E.	3/6/2014	Open			
82	Provide alternative layouts for how furniture can be laid out for meeting functions of up to 25 people.	2/6/2014	David E.	3/6/2014	Open			
83	Review existing schedule and update it as needed.	2/6/2014	Mary/David E.	3/6/2014	Open			
85	Document what the seating capacity will be in the lower level for meeting space. It was suggested that we keep it to 25 or less due to the concerns over the public water supply requirements.	2/6/2014	David E.	3/6/2014	Open			
98	Should the water heater be a point of use system?	3/11/2014	Mary/David E.	3/20/2014	Open	3/20/2014: This will be revisited later in the project.		
103	Put together bid documents for the asbestos abatement work.	3/20/2014	Mary	tbd	Open	3/26/2014: The asbestos abatement work will be part of the design scope.		
107	Contact Abacus to clarify questions about the sketch for the location of the HVAC units and the MEP document.	4/8/2014	Mary	4/22/2014	Open			
111	Review the list of shelving provided by Andrew and compare it with what is shown on the 30% design.	5/6/2014	David E.	5/12/2014	Open			
112	Share the results of the Geo Tech Borings and test pits with the Committee when complete.	5/6/2014	Mary	5/27/2014	Open			
113	Send David Eisen a list of the open items on the Decision Action Log ahead of the meeting on Monday, May 12.	5/6/2014	Don	5/12/2014	Open			

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 32

05/06/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
114	Check if the Worcester County Sherriff's department offers services to perform demo work for communities within Worcester County.	5/6/2014	Mary	5/12/2014	Open			
1	Post pictures from St. Michael's Church so others can view.	1/16/2013	Bill	1/23/2013	Closed	Pictures have been posted to Google Photo Site for all to see. Link is attached in comments to the right.	1/18/2013	Link to pictures of St. Michael's Church
2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Title V Inspection was not performed. Item was removed from P&S Agreement by Town Counsel. As built drawings for septic system are on file in Board of Health office at Town Hall. The system was built in 2009, so expectations are that it is in good condition.	1/30/2013	1/30: Need to understand if change from church to library alters the requirements of the septic system. Will generate a new action in the log for this.
3	Review Mass Building Code requirements to understand impact of going from a church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Closed	6/6: Moritz has gathered information regarding what we believe is needed to bring the new library building into compliance with Mass Building Code. The information will be kept for future review after the architect is brought on board. 2/20/14: Abacus informed the Committee that the church was the same code as the library (A3), so this is no longer a concern.	2/20/2014	2/27: Moritz reported that he is still investigating this and will bring a comprehensive update to the March 13 meeting. 3/20: Moritz provided an update on the need for a sprinkler system and a 2000 gallon septic system. Moritz will try to get copies of the septic system plans and the well water specifications from the Board of Health. 6/26: Kevin Rudden picked up the septic plans and provided them to Don for future reference.
4	Get someone to clear snow from walk and steps at St. Michael's Church.	1/16/2013	Kevin	1/30/2013	Closed	Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow if less than 3 inches.	1/30/2013	2/13: Kevin will get name of scout responsible to Andrew so he can coordinate.
5	Find out what it will take to get natural gas to the church property.	1/23/2013	Paul / Jay	2/27/2013	Closed	5/23: 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.	5/23/2013	1/30: Clough was hooked up at no cost to the town. Paul spoke with Marjorie McDonald from NStar and she is evaluating what it will take now. 2/13 update: M. McDonald called Paul earlier today and left a msg. Paul will return the call. 2/27: Paul brought non-binding applications to inquire about cost for a main line and a hookup to the new library. Joe/Don will take these to the BOS for review. 3/20: Don and Joe took the request to the BOS for signature and Joe forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar. 4/10: NStar is working on the quote; we should hear back soon.
6	Test Fire Alarm System once phone is set up at the church. 5/13: What will monitoring cost? (Paul) 5/13: What do the schools pay for their service? (Don) 5/13: What does the town pay for monitoring service for other buildings? (Kevin)	1/30/2013	Paul	2/27/2013	Closed	3/27: Mike Ammendolia informed the committee that we can hook directly to Mendon Dispatch. Paul contacted Lawney Tinio to make this happen, and has since met with Custom Alarm. Still have many questions to answer. 5/23: Paul updated the group that he had been in contact with the Mendon Fire Department and Custom Alarms and that it would cost ~\$400/year to add monitoring to the existing alarm system. The group will not act on this at this time. Joe was in contact with the insurance company and while it is better to have the monitoring in place, having the alarm sound with no monitoring is better than nothing. 5/30: Don updated the group that he got in touch with Jay Byer and the cost for the schools to monitor their buildings is \$650/year each. Jay also informed Don that the two schools in Upton are connected directly to Upton Dispatch, so no monitoring fee is required. He said that Mendon has a grant to upgrade its dispatch center after which time the schools might be able to dial in directly. Jay will update Don when he learns more.	5/23/2013	1/30: Clough was hooked up at no cost to the town. Paul spoke with Marjorie McDonald from NStar and she is evaluating what it will take now. 2/13 update: M. McDonald called Paul earlier today and left a msg. Paul will return the call. 2/27: Paul brought non-binding applications to inquire about cost for a main line and a hookup to the new library. Joe/Don will take these to the BOS for review. 3/20: Don and Joe took the request to the BOS for signature and Joe forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar. 4/10: NStar is working on the quote; we should hear back soon.
7	Gather simpler RFQ's for OPM's for review at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to revise this document for the rest of the committee to review on 2/27.	2/13/2013	2/13: Amy provided Request for Designer Services from the construction of a Fire Station in Marshfield.
8	Log in to new town email so we can all use these for future correspondences.	2/13/2013	Full Committee	2/27/2013	Closed	3/27: All committee members can now access their town email accounts so we will use them for all future business pertaining to the building committee.	3/27/2013	2/27: Some have had issues with this. They will seek tech support from JNiro@Worldband.com. 3/20: A couple of members are still having problems logging in. Everyone agreed to take care of this.
9	Edit the Marshfield Fire Station request for services for OPM and send to committee for review at 2/27 meeting.	2/13/2013	Joe	2/19/2013	Closed	Joe completed the updates and distributed the document to the full team for review.	2/19/2013	
10	Once members receive OPM document, send comments to Don so he can compile for review at 2/27 meeting.	2/13/2013	Full Committee	2/25/2013	Closed	A few members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting.	2/25/2013	
11	Check with Anne Mazar to understand what Fuel Efficient Vehicles Policy, Criteria 4 means and if Mendon has adopted it.	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	4/10: 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.

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 32

05/06/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
12	Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/13: Send updated timeline of funding needs to Linda. (Susan)	2/13/2013	Susan	tdb	Closed	5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bond schedule making funds available in FY14.	5/23/2013	2/27: 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. 5/13: Joe created a timeline for funding needed. Susan will provide this to Linda Hawkes.
13	Gather sample RFQ's for architect for review at future meeting.	2/13/2013	Amy	3/20/2013	Closed	3/20: Amy provided sample RFS documents to the committee for review at a future meeting.	3/20/2013	
14	Request time on next BOS meeting to discussion natural gas and direct line to Mendon Dispatch for alarm system.	2/27/2013	Don	2/28/2013	Closed	3/20: Don sent the request and Joe and Don were put on the agenda for the March 4th BOS meeting.	2/28/2013	
15	Update OPM RFS document with committee inputs and send to Joe, Amy and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed	3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel review.	3/2/2013	
16	Bring natural gas and alarm system direct line requests to BOS at their next meeting.	2/27/2013	Joe / Don	3/4/2013	Closed	3/20: Joe and Don took the requests to the BOS on March 4th.	3/4/2013	
17	Send updated OPM RFS document to Legal Counsel after revisions by Don, Joe and Amy are incorporated.	2/27/2013	Susan	3/8/2013	Closed	3/20: Susan provided the document to Town Counsel and inputs were received. The committee reviewed the comments at the 3/20 meeting.	3/15/2013	
18	Obtain copies of the septic system plans and well specifications from the Board of Health.	3/20/2013	Moritz Kevin	4/3/2013	Closed	6/26: Kevin provided copies of the septic system plans to the Committee. Don is holding them with other Library Committee documents.	6/26/2013	4/24: Moritz has not had a chance to pick up the plans. Kevin Rudden offered to do this for Moritz. 5/13: Kevin hasn't had a chance to get the documents yet. 5/23: Kevin has the septic plans, but was unable to attend on 5/23 so he'll bring them to the next meeting.
19	Follow up on available shelving at U Mass Dartmouth.	3/20/2013	Andrew Joe	4/3/2013	Closed	contacted Lawney Tinio and he has obtained the shelving. It needs to be moved to the old Fire Station for storage. 5/30: Joe, Moritz and Paul will put some shelving together on June 5th at the future home of the library. It is believed that the shelving is too heavy to have the boy scouts unload it, so the group will discuss what to do after Joe, Moritz and Paul experiment with moving some of the shelving. 6/18: There has been no update as to when the shelving needs to be loaded into the old Fire Station. 7/31: 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 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. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage. Don will ask Joe to contact Lawney about this. 8/21: 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.	8/21/2013	4/10: Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20th. 4/24: U Mass Dartmouth was closed on 4/20, so the shelving will now be delivered on May 4th. 5/13: Shelving was picked up by Tinio Corp. It now needs to be moved from trailers to the old Fire Station for storage. 5/23: 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.
20	Send updated OPM RFS document to Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	4/10: Susan took care of this and the document will get its final review at the 4/10 meeting.	4/3/2013	
21	Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News.	3/27/2013	Don	4/8/2013	Closed	4/10: Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement.	4/8/2013	
22	Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services.	3/27/2013	Joe	4/8/2013	Closed	4/10: 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.	4/8/2013	
23	Review OPM Contract received from Town Counsel as well as fire station contract in preparation for discussion at April 10th meeting.	3/27/2013	Full Committee	4/10/2013	Closed	4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24 meetings.	4/10/2013	
24	Create first draft of RFS for Architectural services using town of Granby document as a reference.	3/27/2013	Joe	4/8/2013	Closed	Committee will review the RFS for Architectural Services at a future meeting in preparation of reviewing it with the OPM once we have one on board.	5/13/2013	4/10: Joe needs to do a bit more work to complete the first draft. The Committee will review this at a future meeting. 5/13: Joe completed the first draft of the document. The Committee will review it at a future meeting.
25	Add parking lot lighting and outdoor mounted equipment to future action items list of Decision Action Log	3/27/2013	Don	4/10/2013	Closed	4/10: Don added these two items to the Potential Future Action Items tab of the Decision Action Log workbook.	4/10/2013	

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Project Name: Renovation of St. Michael's Church to Taft Public Library

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Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
26	Contact Blythe Robinson in Upton to obtain copies of their RFS for an Architect for the Town Hall Renovation project.	4/10/2013	Kevin	4/24/2013	Closed	4/24: Kevin obtained the sample documents from Blythe Robinson and sent them to Don. Don forwarded them to Joe for him to use on the first draft of our architectural services RFS.	4/24/2013	
27	Update OPM Contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document	4/24/2013	Don	5/13/2013	Closed	5/13: Committee will use the updated contract once the OPM is selected.	5/13/2013	5/13: Don updated the document and distributed it to the Committee for further review and input.
28	Invite Rich Schofield to the 5/13 meeting to discuss funding for short term needs.	5/13/2013	Joe	5/23/2013	Closed	5/30: Joe invited Rich to the 5/23 and 5/30 meeting but Rich was unable to attend either. This will be revisited in the future.	5/30/2013	5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to attend the next meeting on 5/30.
29	Attend Mendon BOS meeting on 5/21 and bring the following items to them: lawn cutting at 29 North Avenue, insurance on 29 North Ave and requirement for fire alarm monitoring, possible sale and relocation of rectory, and short term payment of bills (e.g. \$110 for ad in Milford Daily News).	5/13/2013	Joe/Susan	5/21/2013	Closed	5/23: . Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS appointed the committee to additional terms to extend through the life of the project, they named Mark Reil 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.	5/23/2013	
30	Check with Claudia about possibility of paying short term bills with Taft Library funds and get reimbursed from bond at a later time.	5/13/2013	Andrew	5/23/2013	Closed	5/23: Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay.	5/23/2013	
31	Check with DOR about possibility of paying bills with short term expense funds and getting reimbursed with bond funds from debt exclusion in the future.	5/13/2013	Susan	5/23/2013	Closed	5/23: There was no need to do this separately as Claudia looked into this for the committee.	5/23/2013	
32	Send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting.	5/30/2013	Don	5/30/2013	Closed	6/6: Don sent the score sheets to the Committee on May 30 as planned.	5/30/2013	
33	Send completed score sheets to Don prior to the June 6 meeting.	5/30/2013	Full Committee	6/6/2013	Closed	6/6: Nine of the ten Committee members submitted their score sheets to Don on time.	6/6/2013	
34	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.	5/30/2013	Joe, Moritz, Paul	6/5/2013	Closed	7/31: 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 will recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this by the next meeting on August 14th. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage.	8/14/2013	6/6: 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. 6/18: The group got rained out on June 11th. They will try again 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.	6/6/2013	Joe	6/10/2013	Closed	6/18: The interview will take place on June 26th as the OPM wasn't available on the 18th.	6/10/2013	
36	Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee.	6/6/2013	Joe	6/28/2013	Closed	6/18: Kevin verified that the spacing for shelving should be 42". 6/18: 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. 6/28: Don added all the requested items to the Donation List.	6/18/2013	
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.	6/6/2013	Don	6/28/2013	Closed		6/28/2013	
38	All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013.	6/18/2013	Full Committee	7/1/2013	Closed	7/31: All members have been sworn in for FY 14.	7/31/2013	
39	Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services.	7/2/2013	Joe	7/8/2013	Closed	7/31: 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. 7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services.	7/31/2013	
40	Request OPM for a plan on how they can assist with the process of selecting an architect.	7/2/2013	Full Committee	7/30/2013	Closed	8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the meeting on 8/14.	8/14/2013	

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Project Name: Renovation of St. Michael's Church to Taft Public Library

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41	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.	7/31/2013	Don / Paul	8/7/2013	Closed	8/14: Don updated the RFS document and provided it to Paul, who supplied it to Mary Bulso, OPM, along with other pertinent documents.	8/14/2013	
42	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin provided a document that the Committee reviewed and approved for release at its meeting on 8/14.	8/14/2013	
43	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.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin redacted all the confidential information he found in the OPM proposals. The Committee will now make them available to P3 for review.	8/14/2013	
44	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 14 th .	7/31/2013	Don	8/1/2013	Closed	8/14: Don informed Diane Willoughby about the availability of the redacted documents so she can alert P3 of their availability date.	8/14/2013	
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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
46	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.	8/14/2013	Don	8/21/2013	Closed	8/21: 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.	8/21/2013	
47	Contact Diane Willoughby to schedule a review of redacted OPM bids with P3.	8/21/2013	Joe/Paul	9/6/2013	Closed	10/8/2013: Diane and Joe have tried to contact P3 without success, so this item will be dropped.	10/8/2013	8/27: Don reported that Joe has been in contact with Diane Willoughby to set up time with P3. Still working on agreeing on a day/time to meet.
48	Provide list of all Building Committee member emails to OPM.	8/21/2013	Don	8/23/2013	Closed	8/27: Don sent the email list to Mary.	8/23/2013	
49	Update RFP for Designer Services and provide updated version to full Committee for review at next meeting.	8/27/2013	Don/Mary	9/5/2013	Closed	9/5/2013: Don distributed the updated RFP to the Committee for review at the 9/5 meeting.	9/5/2013	
50	Submit advertisement for RFQ for Designer Services to the Central Register and Dodge Report.	9/16/2013	Amy	9/17/2013	Closed	9/19: Amy submitted the advertisement to the Central Register and Dodge Report for posting on 9/25/13.	9/17/2013	
51	Submit advertisement for RFQ for Designer Services to the Milford Daily News.	9/16/2013	Don	9/17/2013	Closed	9/19: Don submitted the advertisement to the Milford Daily News for posting on 9/25/13.	9/17/2013	
52	Update RFQ for Designer Services and distribute to Committee for one last reading to ensure all updates were captured.	9/19/2013	Don	9/25/2013	Closed	10/8: Don distributed the updated RFQ to the full Committee for review.	9/25/2013	
53	Compile responses to questions from potential responders and send to Don for posting to the library website.	10/8/2013	Joe	10/15/2013	Closed	10/24: Addendum containing questions from potential responders was posted on 10/15.	10/15/2013	
54	Update matrix to be used for rating and ranking the responders to the RFQ for Designer Services.	10/8/2013	Don	10/24/2013	Closed	10/24: Don distributed the updated rating matrix that will be used to rate the three responders to the RFQ for Designer Services.	10/24/2013	
55	Send a letter to Library Trustees to explain the contribution of \$10,000 as a matching grant for donations to the Taft Library Building Renovation project.	10/8/2013	Kevin	10/24/2013	Closed	10/24: Kevin sent a letter to the Taft Library Trustees regarding his challenge donation. Susan Darnell sent a thank you letter on behalf of the trustees to Kevin.	10/24/2013	
57	Drop sign-in sheet from site visit for potential responders to RFQ for Designer Services off at Town Hall.	10/8/2013	Paul	10/21/2013	Closed	10/24: Paul dropped off a copy of the sign-in sheet from the site visit for potential responders to the RFQ for Designer Services to Diane Willoughby at the Town Hall.	10/24/2013	
58	Provide updated drawings to Joe to be scanned and posted to library website.	10/24/2013	Mary	10/30/2013	Closed	11/5: Mary provided the drawings to Joe and he sent them to Andrew to have them posted to the library website, which he did.	11/5/2013	
59	Perform reference checks for Abacus/Situ.	10/30/2013	Amy	11/5/2013	Closed	11/5: Amy performed the reference checks on Abacus/Situ and presented her findings to the full Committee at the 11/5 meeting.	11/5/2013	
60	Perform reference checks for DRA.	10/30/2013	Paul	11/7/2013	Closed	11/7: Paul performed the reference checks on DRA and presented his findings to the full Committee at the 11/7 meeting.	11/7/2013	

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Project Name: Renovation of St. Michael's Church to Taft Public Library

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61	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.	11/7/2013	Joe	11/18/2013	Closed	11/20: Abacus was not available on 11/18 so they will be on the Board of Selectmen's agenda on 12/2 instead.	11/14/2013	
62	Contact all three responders to the RFQ for Designer Services to inform them of the Building Committee's decision.	11/7/2013	Mary	11/8/2013	Closed	11/9: Mary called all three responders to notify them of the Building Committee's decision. Formal letters will be sent to the three responders after approval from the Mendon BOS to enter into contract negotiations with the selected firm. 12/11: Mary contacted all three responders to inform them of the decision.	12/11/2013	
63	Contact Arcudi Oil to inform them not to deliver oil to the future site of the public library this winter.	11/7/2013	Andrew	11/15/2013	Closed	12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue.	12/11/2013	
64	RSVP to Lisa Lepore if you want to attend the Employee and Volunteer Holiday Party.	11/20/2013	Full Committee	12/1/2013	Closed	12/11: A few members of the Building Committee plan to attend the Employee and Volunteer Holiday Party.	12/11/2013	
65	Ask Building Inspector if a variance will be needed for the new library building for lack of distance to center of street.	11/20/2013	Kevin	12/11/2013	Closed	12/11: 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. 1/9: Kevin spoke to both Mendon's Building Commissioner, Tim Aicardi, and Milford's (John Erickson, whom Tim works for part-time) regarding the question of whether a zoning variance or special permit is needed in order to convert the former St. Michael's Church building into a new town-owned library building. Aicardi and Erickson reviewed Mendon's zoning by-laws together and told Kevin that a variance/special permit is not needed. 2/20/14 - Kevin received an update from Tim Aicardi (Mendon Building Inspector) that a variance is not needed. We have this in writing, so this item is now closed.	2/20/2014	
66	Send Building Committee contact information to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the Building Committee contact information to Abacus/Situ the day after the last meeting.		
66	Contact Mary and Abacus/Situ to ask if they can meet at the new site on 12/10 or 12/11.	11/20/2013	Joe	12/3/2013	Closed	11/26: Joe contacted Mary Bulso who contacted Abacus/Situ about meeting at the future site of the Taft Public Library for our next meeting. Everyone is available to do this on Wednesday, December 11th. Don has posted a meeting for that date.	11/25/2013	
67	Contact Anne to try to gather a checklist of information on what the Green Communities program would like in return for the grant.	12/11/2013	Susan	12/20/2013	Closed	1/9: Green Communities activity is on-going. We are waiting to see if the state will allow the addition of the library building to the town's list of eligible properties for the Green Communities program. We should know mid-January what their decision is. 2/20/14 - Anne attended the meeting this evening, and the update is contained in the minutes of the Feb 20 meeting.	2/20/2014	
68	Suggest a day next week to meet with Anne Mazar to discuss the Green Communities program grant.	12/11/2013	David E.	12/13/2013	Closed	1/9: Abacus/Situ met with the Green Communities program representatives and the Mendon program coordinators on December 18th.	12/13/2013	
69	Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library.	12/11/2013	Kevin	1/9/2014	Closed	1/9: Kevin is still pursuing this. He will have an update at the next meeting. 2/20/14: Mary and David have been in contact with Fred Lapham and they will work with him on the need for a site survey, as one has not been done.	2/20/2014	
70	Post the septic system plans to the library website.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew posted the plans to the library website.	12/13/2013	
71	Revisit the linear feet for shelving in the new Taft Public Library.	12/11/2013	Andrew	1/9/2014	Closed	1/9: Andrew is reviewing with the MA Library Systems and will have an update at our next meeting. 2/20/14: Andrew updated the Committee on the current shelving at this meeting and the document is attached.	2/20/2014	
72	Send pointer to original floor plans created from DRA to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the pointer to all plans that are available on the website.	12/13/2013	
73	Send soft-copy of all handouts given out at meeting to Don to attach to the minutes.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes.	12/13/2013	
74	Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ.	12/11/2013	Joe	1/9/2014	Closed	1/9: This item is on-going with Abacus taking the lead. 2/20/14: The Committee knows what is needed for a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more than 60 days out of the year, a public water supply is not needed.	2/20/2014	
75	Send link and explanation of what's contained in the Decision Action Log to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent link and explanation to Abacus/Situ after the last meeting.	12/13/2013	
76	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.	12/11/2013	David E.	1/9/2014	Closed	1/9: Abacus is working on this. Mary will follow up with them on the status. 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design.	3/11/2014	
77	Contact Town Counsel to determine who hires the Industrial Hygienist consultants.	12/11/2013	Joe	1/9/2014	Closed	1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the Building Committee to approve the selection for reimburseable expenses will continue.	3/11/2014	

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78	Take a look at the roof of the former church to understand how many layers of material exist.	12/11/2013	Jay	1/6/2014	Closed	1/9: There are two layers of shingles on the roof, the most recent layer within the last ten years.	1/9/2014	
79	Add linear footage and color code by collection type to the shelving on the next revision of the drawings.	2/6/2014	David E.	2/20/2014	Closed	2/20/2014: David provided an updated drawing with color coding of the type of collections for each type of shelving.	2/20/2014	
80	Provide a cost of replacing the stairs from the main level to the lower level with code compliant ones.	2/6/2014	David E.	3/6/2014	Closed	3/11/14: The Committee decided to replace the stairs as part of selecting a specific design from Abacus.	3/11/2014	
84	Write a letter stating that we don't anticipate that the occupancy of the new Taft Public Library will exceed 25 people more than 60 days per year.	2/6/2014	Andrew	3/6/2014	Closed	3/4/2014: Andrew has all the information regarding usage of the library, but the group is holding off on a letter until it knows more about what is needed for a Public Water Supply. 3/11/14: The Public Water Supply issue is much more complex than originally thought so this letter won't be needed.	3/11/2014	
86	Ask Shea Engineering for quote for a site survey.	2/6/2014	David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for a site survey. The Owner is responsible for a topographic survey and Abacus will use Shea for the complete survey.	3/4/2014	
87	Look into obtaining a quote for testing for hazardous material.	2/6/2014	Mary/David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for the testing. It will be reviewed by the Building Committee at the meeting on 3/11. 3/11/2014: The quote was reviewed and approved at the meeting on 3/11/14.	3/11/2014	
88	Obtain a copy of the Mendon Zoning By-Laws and provide them to Abacus/Situ.	2/6/2014	Mary	3/6/2014	Closed	2/20/2014: Mary supplied the Zoning By-Laws to Abacus/Situ.	2/20/2014	
89	Arrange a meeting with BVT to begin discussions on potential support of the project, like installation of insulation/siding panels, construction of furniture, etc.	2/6/2014	Mary	3/6/2014	Closed	3/20/2014: Mary has left messages for Tom Belland at BVT and is awaiting his reply. 3/26/2014: Mary met with Tom Belland and now has a better understanding of what type of work the students can assist with. They were recently removed from the Upton work due to concerns from contractor insurers. It was suggested that we use BVT now for demo work prior to bringing a GC on board. Work could also be done at the school and brought in. Perhaps the students could build some items for the new library.	3/26/2014	
90	Drop the signed copies of the contract with Diane Willoughby on Monday so that the Board of Selectmen can sign them.	2/6/2014	Andrew	2/10/2014	Closed	2/20/2014: Andrew dropped off the signed copies with Diane at the BOS office.	2/20/2014	
91	Let Abacus know that they will need to start putting together a list of things that could be Green Communities grant eligible along with the specifications, costs and ROI.	2/20/2014	Mary	3/6/2014	Closed	3/20/2014: The Committee agreed to pursue high efficiency air source heat pumps for the HVAC system and to apply for a Green Communities Grant for a better system than the Committee could originally afford. 3/26/2014: Mary has been working with David Eisen on finalizing the insulation decisions so that the cost estimates for the HVAC system can be completed. Work should be completed in time for the grant application.	3/26/2014	
92	Update the Committee on whether the library is eligible for the Grant Communities Grant program.	2/20/2014	Anne M.	3/6/2014	Closed	3/4/2014: Anne informed the committee that the library is eligible, but the town needs to close out existing projects before being able to apply for more. She'll know more about this by 3/13/2014. 3/20/14: Anne informed the Committee that \$130K is available for the library via the Green Communities Grant Program. The application deadline is April 18th and Anne will help with the narrative.	3/20/2014	
93	Provide oil consumption information from former church to Sergio/David	3/4/2014	Don	3/11/2014	Closed	3/11/2014: Don forwarded the oil consumption information to David and Sergio.	3/11/2014	
94	Follow up with Board of Selectmen to validate that process being used is appropriate for handling owner expenses.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The process being used is working out well for the BOS's office and will continue.	3/11/2014	
95	Contact the Water Commissioners to find out who the town uses for its public water supply management and testing.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The Water Commission uses Tim Watson for the testing and maintenance of the town's public water supplies. Future engagement with that board will need to take place.	3/11/2014	
96	Contact the Town Clerk to inquire about whether a public meeting can be held in a building without a public water supply.	3/11/2014	Joe	3/20/2014	Closed	3/20/2014: Joe received an update from the Mass. DEP via the Mendon Board of Health that stated that "changing the status of the meeting rooms to public use is the trigger for public water system determination". Given this, the Committee will continue to pursue this with Abacus and Fred Lapham of Shea Engineering.	3/20/2014	
97	Check to see if an electric backup is required for air source heat pumps.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: Abacus' engineering consultant Sergio Siani stated that "the heat pumps would be sized so that they alone can provide the required heat. We have a number of these installed in projects that heated the buildings during this past cold winter without needing supplementary heating."	3/20/2014	
99	What are the startup costs of the two different efficiency versions of the air source heat pumps?	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
100	Update the comparisons for startup and operating costs for the top three options and clearly show with and without A/C so we can compare apples to apples.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	

DECISIONS AND ACTIONS LOG

Project Name: Renovation of St. Michael's Church to Taft Public Library

Rev 32

05/06/14

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
101	Work with Bill and Anne to clarify the role of the Green Communities Grant Coordinator (Bill's role) should a grant be received.	3/20/2014	Don	3/26/2014	Closed	3/26/2014: Don exchanged emails with Anne who described the role of Bill which is to make the projects run smoothly and coordinate details and logistics of the GC projects. He also uploads the energy data in to the MassEnergyInsight computer program. 3/26/2014: Mary had Pace Glass look at the windows and they recommended that we start over and not try to retrofit the existing windows. Two other firms said the same thing. Mary has Milford Glass coming out to look as well. 4/8/2014: Mary stated that DVW will be visiting the church next week. They are currently retrofitting the windows at the Milford Town Hall. 4/22/14: Nothing new to report as Mary was not in attendance. 5/6/14: Mary had the final firm look at the windows and they confirmed that the windows will need to be replaced.	3/26/2014	
102	Investigate options for replacing the single pane windows.	3/20/2014	Mary	4/8/2014	Closed	3/26/2014: Mary and Paul have supplied example budget tracking documents for Joe and Don to use. They will have one for review at the April 8 meeting. 4/8/2014: Don shared a sample budget tracking sheet with the Committee and it was well received. Paul suggested adding a column on the summary page to specify the awarded amount for each budgeted item. Don agreed to do this. 4/22/2014: The budget will be reviewed at all future meetings.	5/6/2014	
104	Put together a budget summary for review at all future meetings.	3/20/2014	Don/Joe	3/26/2014	Closed	3/26/2014: The 30% review and cost estimate were being held up by the site plan and HVAC work. Now that those are being completed, Abacus should be able to close this item soon. They are prioritizing the HVAC and insulation work now, as it will be needed for the Green Communities Grant application. 4/8/2014: The 30% review and cost estimate are still awaiting the site plan to be completed. 4/22/2014: Abacus expects to have a review and cost estimate ready for our next meeting on May 6. 5/6/2014: 30% design and initial cost estimate was provided for our meeting on May 6. A detailed review will take place with the architect on May 12.		
105	Ask Abacus when a 30% review will be ready along with a cost estimate.	3/20/2014	Mary	3/26/2014	Closed		5/6/2014	
108	Check into the possibility of getting dumpsters supplied to support the BVT work.	4/8/2014	Paul	4/22/2014	Closed	4/22/2014: Paul was able to get dumpsters for the boiler demo work. Thanks Paul!		
109	Check on the availability of a licensed engineer to perform the analysis of the soil conditions at the future location of the elevator.	4/8/2014	Dan	4/22/2014	Closed	4/22/2014: Dan was able to get a structural engineer to certify the soil analysis at the site of the future elevator. Unfortunately, Abacus' structural engineer prefers to have borings dug at the site to better guarantee the conditions of the soil. Therefore, Dan's engineer will not be used.		

Approved May 22, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Monday, May 12, 2014
6:00 p.m.

Committee Members Present:

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

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
David Eisen, AIA, Principal, Abacus Architects & Planners
Andrew Jenrich, Library Director, Taft Public Library
Kim Newman, Mendon Town Administrator (left at 6:50pm)
Fred Lapham, P.L.S., President, Shea Engineering & Surveying, Inc. (left at 6:30pm)

I. Call to Order

The meeting was called to order by Joe Cronin at 6:11 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from May 6, 2014

MOTION: A motion was made by Dan Labastie, seconded by Susan Darnell, to approve the meeting minutes from May 6, 2014.

DISCUSSION: None.

VOTED: Unanimous.

IV. Public Water System Update

Joe suggested we discuss the status of the public water system first so we can allow Fred Lapham to leave after that topic is completed. Fred reported that he is ready to submit the request for well head determination with the DEP. He suggested that the key questions are the after-hours use and the future use of the rectory. He iterated that the application will clearly articulate that both of these items are secondary to the use of the former church as a library, but he believes that the DEP will be interested in what happens with the rectory and how many times the library is used after hours and by how many people. The Committee asked Fred to be sure that the application states that there are no plans for the rectory, and he agreed to do so. The Committee also suggested that the after-hours use be specified as less than 25 people up to a few times a week, which he also agreed to do.

On a separate note, Fred also mentioned that the DEP will likely want more data on the quantity and quality of the existing well, as the last testing was done in December of 2007, and they will be interested in the distribution of the water throughout the building(s). He went on to state that once the determination is made the Town will be responsible for monthly monitoring of the water supply. When questioned whether it was monthly or quarterly, Fred thought it was monthly but that we would need to follow up in the future to be certain.

Finally, with regards to the existing septic system on the property, Fred described that the DEP will likely want some improvements made to protect the water supply from the septic. While the septic is outside the existing well head zone 1, we may need to isolate some pipes between the well and the septic in the future, as they cross over one another behind the existing buildings. We should also be prepared to do ground water and perc testing at the site to better understand future drainage plans.

After the discussion Fred stated that he would submit the application in the next day or two and will copy David and Joe when he does. Fred then left the meeting (~6:30pm).

V. Status of Geo Tech Borings

David Eisen shared that the geo tech report came back favorable with regards to soil conditions for the future elevator, but that ground water issues were discovered. There may be a need for a sump pump to be installed at the bottom of the elevator pit. This led to the discussion that there is moisture in the lower level of the building and we may want to consider sealing the existing cement slab rather than try to install some type of flooring. Moritz mentioned that he has used a product from Sherwin-Williams called "ArmorSeal® Tread-Plex" that worked well with a project that he supported with a similar moisture problem. The Committee will work with David and Mary in the future on a potential solution to the flooring challenge given the moisture level in the lower level.

VI. 30% Design Review and Project Cost Estimate

An updated cost estimate was provided by Abacus earlier in the day. The estimate shows that our projected expenditures exceed our existing budget, so David walked the Committee through the estimate line by line so that all possible opportunities for budget reductions were understood. The opportunities that were highlighted are shared here.

The \$55K demolition cost can be reduced by using BVT and the Worcester County Sheriff's office volunteers. The \$41K cost for concrete could be reduced by using other supplies like asphalt. The \$6K for masonry is not negotiable as it is a structural requirement. The \$28K for metals could be reduced by using less steel and more wood in the framing of some areas. We could also look at re-using material from the beams that are removed from the altar. There isn't much opportunity in the \$52K for wood, plastics and composites, unless we look at having someone like BVT to do some finish carpentry work like building the circulation desks or purchasing pre-built desks. The \$141K for thermal and moisture protection has little opportunity for reduction, while the \$149K for openings has already been reduced by changing the doors that were specified, and concern was raised at the lack of abatement funding

for the windows. As reported previously, the window caulking was disturbed when the second pane was removed by the church before turning the building over to the Town. We will need to determine how to address this concern in the future. As for the \$89K for finishes, the ceramic tile could be replaced with VCT, and we could consider carpet tiles instead of wall-to-wall carpeting. This was done in the existing library with success so that is a viable option. Regarding the \$10K for specialties it was suggested that we consider removing the security gate. The \$122K for furnishings is mainly shelving, and we could push this to the end of the project and determine if this may be one item to try to get funds raised for, and it was suggested that we possibly offer families to add their name to a shelf in exchange for a donation to the project. We could also consider reusing existing shelving and replace it later. Mary also suggested considering buying shelving off the state bid list. We tried to re-use some shelving from a prior project but it wasn't a fruitful endeavor as it wasn't removed with the intention of being re-installed so all the pieces were not available. Moritz will look into the possibility of obtaining used shelving.

ACTION: Moritz will look into the availability of used shelving.

With regards to conveying equipment, the \$225K for the elevator was questioned because only a 2-stop was specified, and this cost seemed high to David. He also mentioned that it was hard to get companies to bid on a single small elevator, which may drive the price higher. David will go back to ensure a 3-stop elevator is specified, and will question the cost. Moritz mentioned that he has contacts at Bay State and will inquire about the cost of an elevator for the project.

ACTION: David will ensure that the cost estimate specifies a three stop, two sided elevator.

ACTION: Moritz to check with Bay State on the cost of an elevator.

In the \$26K for plumbing the Committee asked why a new water meter was specified, as one was installed in 2008 that we should consider retaining. David will follow up on this. The \$127K for heating and the \$98K for electrical don't have a lot of opportunity, with the exception of the Green Communities Grant that we are awaiting word on and the potential for rebates. Joe mentioned that Paul Fitzgerald had earlier agreed to help with identifying rebates. David will also have his electrical engineer look at the electrical numbers. It was asked if we were sure we could get three phase electrical power supplied to the building, and David agreed to work with Mary on this as well. It was also suggested that we don't spend money to bury the electrical wires underground as all the existing wiring for the building as well as the other structures on North Avenue are already that way.

ACTION: David will follow up on electrical cost estimates and will validate that three phase service will be available.

There wasn't any opportunity mentioned with the \$11K for communications or the \$23K for electronic safety and security, however, with regards to the \$32K for earthwork and \$15K for exterior improvements David agreed to ask Fred Lapham to look at the numbers. There will be no removal of existing parking spaces but asphalt and berm are budgeted to help with water runoff from the non-permeable surfaces. Nothing was highlighted as an opportunity in the \$31K for utilities.

In summary, the Committee believes that it can certainly build a structure that would provide a beautiful library to the Town, but some items may need to be postponed to the future due to a lack of funding. Perhaps fund raising or grant writing can be done to help complete items that can't be originally afforded.

Jay suggested that we spend some time to compare this cost estimate to our original budget and ensure that we line up the hard and soft costs to better understand how they compare. Don agreed to do this for the Committee.

ACTION: Don will compare latest cost estimate to original budget to ensure we fully understand how hard and soft costs compare.

A separate document with a brainstormed list of potential savings was also provided by David, but the Committee did not go through it in detail at this time, but will do so after the members fully comprehend where they stand with respect to the funding that was approved by the voters.

Joe summarized the discussion with the following four priorities: #1 is to resolve the public water source issue, #2 is to understand whether we will receive the Green Communities grant, #3 is to fully comprehend where we are with the budget, and #4 is to come up with a list of other opportunities for funding or cost saving.

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

Due to all of the other priorities that David Eisen needs to focus on, we decided that the actions that he owns were of a much lower priority than those items highlighted during the cost estimate review. We will revisit the open actions on the log at a future meeting instead.

One item that was updated was #114 regarding the Worcester County Sheriff's department offering demolition work in addition to painting. Mary confirmed this for the Committee and Joe will follow up on this to see if this can be requested.

ACTION: Joe to work with the Town to draft a letter to the Worcester County Sheriff's office to inquire about obtaining volunteers to perform demolition work at the work site.

Another item that was updated was the abatement work that is needed. Mary has a quote for ~\$40K and inquired about the need to bid it out versus using the state bid list. We will follow up on this at a future meeting.

VIII. Invoice Approvals

Joe informed the Committee that we received an invoice from LPA for \$960 for services in the month of April.

MOTION: A motion was made by Jay Washburn, seconded by Chuck Noel, to approve payment of \$960 for OPM services from Lamoureux-Pagano for the month of April.

DISCUSSION: None.
VOTED: Unanimous.

David inquired about submitting another invoice from Abacus for payment for design services, and he agreed to work with Mary to confirm the amount and timing of the bill based on what was documented in the contract.

IX. Items not reasonably anticipated 48 hours prior to meeting

None.

X. NEXT MEETING

The next meeting will be held on Monday, June 2 at 7pm at the Taft Public Library. Agenda will include updates on the Public Water Supply, the Green Communities Grant (if available), the design/cost estimate vs. budget, Invoice Approvals, and a review of the Decision Action Log.

XI. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:37 p.m.

Minutes by Don Morin

Approved June 2, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, May 22, 2014
7:00 p.m.

Committee Members Present:

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

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
Andrew Jenrich, Library Director, Taft Public Library
Dick Skinner, Mendon Resident

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 May 12, 2014

MOTION: A motion was made by Susan Darnell, seconded by Moritz Schmid, to approve the meeting minutes from May 12, 2014.

DISCUSSION: Dan Labastie suggested a minor change to the wording regarding the suggestion to remove the \$10K for the security gate. Don agreed to amend the minutes accordingly prior to posting.

VOTED: Unanimous as amended. Kevin Rudden abstained as he was not present at the meeting on May 12.

IV. Supplemental Test Pits

During the recent work by Yankee Engineering with the geo tech borings, it was discovered that there was no footing under the foundation in a location where one should have been located according to the as-built drawings for the former church. As a result, Mary obtained a quote from Yankee Engineering to dig additional test pits to determine if other footings exist or if none are present. The quote was for \$2500 to dig five test pits and provide an engineering summary, or if the Town is able to dig the test pits Yankee Engineering would provide a professional engineering summary for \$1100. Dan Labastie suggested hiring our own structural engineer to oversee digging of test pits by a potential volunteer from the Town.

ACTION: Dan will obtain a proposal for a structural engineer to witness test pits and write a professional engineering summary.

ACTION: Susan will inquire about getting someone to dig the test pits for a structural engineer to witness in order to determine if footings exist under the foundation of the building.

Another option what was discussed was to ask Abacus if we could proceed with the renovation assuming that no footings exist at the site. Mary agreed to check.

ACTION: Mary to ask Abacus if they would be willing to move forward with the project assuming that no footings exist.

V. Septic System Pumping

At the last meeting it was mentioned that the septic system needed to be pumped as water exists in the two tanks above the outlet pipe. We need to determine if there is a filter in the system that is just clogged or if there is any other problem with the system. Mary stated that A.D.C. Septic provided her with a verbal quote of \$500 to pump the two tanks. The group felt that this was a very reasonable number.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the hiring of A.D.C. Septic for an amount not to exceed \$500 to pump the two septic system tanks and any additional amount to check if a filter exists and if so, to clean it.

DISCUSSION: None.

VOTED: Unanimous.

VI. Authorizing Chair to Approve Spending Money on Some Items Like Testing, Up to a Certain Dollar Amount per Item

Joe explained that he would like to ask the Committee to allow the Chair and OPM to work together to authorize payment of some items to avoid having to call special meetings like this one, which was posted to discuss the septic system pumping and the need for additional test pits. When asked if he had a dollar amount in mind, Joe suggested something in the \$1500-\$2500 range. Mary suggested a process where she would document a proposal for spending and sign it, then send it to Joe. Joe would also sign it and a copy would be sent to Don to communicate the action to the full Committee. A line item will be added to all future agendas to review any items that get approved via this process.

MOTION: A motion was made by Susan Darnell, seconded by Kevin Rudden, to authorize the Chair and OPM to spend up to \$2500 per individual event without prior approval by the Committee

DISCUSSION: None.

VOTED: Unanimous.

VII. Invoice Approvals

Joe informed the Committee that an invoice was received from A.D.C. Septic for \$75 for a portable toilet rental for the month of May.

MOTION: A motion was made by Moritz Schmid, seconded by Chuck Noel, to approve payment of \$75 for a portable toilet rental for the month of May.

DISCUSSION: None.

VOTED: Unanimous.

Joe also informed the Committee that an invoice was received from Abacus Architects and Planners for \$9420 for the balance of the amount owed for the Schematic Design Phase of the project. Joe reported that per contract this was appropriate. Abacus also submitted an invoice for payment of the hazardous inspection services provided by Universal Environmental Consultants in the amount of \$1540, which is comprised of \$1400 for UEC and a 10% coordination fee for Abacus.

MOTION: A motion was made by Kevin Rudden, seconded by Susan Darnell, to approve payment of \$10,960 consisting of \$9420 for schematic design work and \$1540 for hazardous inspection services.

DISCUSSION: None.

VOTED: Unanimous.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Mary mentioned that she is looking for a quote for abatement work to take place so that we can potentially ask the Worcester County Sheriff's office to support extensive demo work. Joe worked with the Town of Mendon to submit a letter to the Sheriff's office requesting support with demo work, and we are now awaiting a reply.

Joe informed the Committee that Fred Lapham sent the application to the Department of Environment Protection for a ruling on the status of the water supply. We await the response.

Susan commended Mary for all the work she has done looking for ways to save money on the project. Joe suggested Susan send a message to Mike Pagano. Joe has already done this once on Mary's behalf.

IX. NEXT MEETING

The next meeting will be held on Monday, June 2 at 7pm at the Taft Public Library as decided at the last meeting.

X. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:41 p.m.

Minutes by Don Morin

Approved June 24, 2014

Taft Library Building Committee Meeting
Mendon Town Hall – Lower Level
Mendon, MA 01756
Monday, June 2, 2014
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
Andrew Jenrich, Library Director, Taft Public Library
David Eisen, Architect, Abacus Architects and Planners

I. Call to Order

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

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from May 22, 2014

MOTION: A motion was made by Dan Labastie, seconded by Moritz Schmid, to approve the meeting minutes from May 22, 2014.

DISCUSSION: None

VOTED: Unanimous. Amy Fahey abstained as she was not present at the meeting on May 22.

IV. Public Water Supply Update

Mary reported that on June 4th Susan Connors from the Massachusetts DEP will be visiting the site of the future library in hopes of coming up with a decision regarding the public water supply requirements. Fred Lapham of Shea Engineering, Mary and Susan all plan to attend the site walk.

V. Septic System Update – Condition after Pumping

Mary informed the Committee that A.D.C. Septic has pumped the two tanks for the septic system at the site of the future library and cleaned the filter that leads to the distribution box, but the system still won't drain. They then dug a hole in the leach field and the system still wouldn't drain. They plan to dig up the distribution box later in the week to try to understand why the system isn't draining.

VI. Posting for Abatement Work

Mary updated the Committee on the status of the Abatement work that needs to take place at the future site. She is working with UEC to post a request for bids for the abatement work to remove asbestos in the VCT tiles and any other asbestos removal. The posting will be placed on the Central Register in a few weeks.

VII. Demolition Work

Mary stated that she has plans to meet with a representative from the Worcester County Sheriff's Department on Wednesday, June 4th to review the demolition work that is needed at the work site. The Sheriff's Department has stated that they will be available to perform demolition work in the early part of September.

VIII. Test Pits Requested by Structural Engineer

At the last meeting the Committee learned that during the digging of test pits it was discovered that a footing was not in an expected location near the future site of the elevator. As a result, concern was raised about the existence and location of footings in general. The structural engineer contracted by Abacus has identified locations for test pits to be dug to determine the status of existing footings. It is important that we understand the structural integrity of the existing building to ensure that assumptions that have been made about the structure are accurate, as the original design work has been done based on the as-built designs.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve Yankee Engineering & Testing, Inc. to perform five test pit excavations adjacent/outside the existing foundation and to produce a professional engineering summary documenting the results in the amount of \$2500 per the quote #14-030XX dated May 21, 2014.

DISCUSSION: None.

VOTED: Unanimous.

IX. Financial Update

Invoice Approvals – None

Chair/OPM Spending Authorizations – None

Budget Review:

Don reviewed the updated Budget information that he compiled showing the latest numbers from the cost estimates received from North Bay Construction Consultants, along with the potential savings opportunities. Don suggested that we no longer try to compare the existing budget to the prior one put together by DRA when the project was going for town approval in 2012. The Committee agreed that this was no longer necessary. David Eisen shared an updated list of potential cost savings opportunities with updated dollar values attached to each. Don will use this new information to update the budget proposal for review at the next meeting.

X. Review Open Items on Decision Action Log

Don walked the Committee through the open items on the Decision Action Log. There was no new information for many of the items, but a few were updated as follows. Item #103 regarding bid documents for abatement work was covered earlier in this meeting. Item # 106 regarding the narrative for the public water system is now closed, as Fred Lapham has completed the submission to the Mass. DEP and this item was also discussed earlier in the meeting. With regards to item #115 used shelving, Mary mentioned that Hopkinton and Shrewsbury are building new libraries and that they may have some shelving available for reuse. Amy agreed to contact the towns to inquire about this. Moritz will also provide Amy with a contact name from someone at Williams College who also might have shelving available.

David Eisen reported that item #116 was being addressed and that the latest cost estimate will specify the proper three stop, two sided elevator and that \$225K should be enough money to support this. David also reported that three phase service is available on North Avenue, addressing item # 118. Item #119 is now closed as Don shared his updated budget earlier in the meeting. Items #121, #122 and #123 will not be pursued as the group decided to use Yankee Engineering to dig additional test pits at the test site to determine the existence of footings under the building.

XI. Items not reasonably anticipated 48 hours prior to meeting

Mary mentioned that we should talk with Senator Moore to see if his office can help with any funding. Susan agreed to follow up with this. Don also offered to contact Representative Fernandes in parallel.

XII. NEXT MEETING

The next meeting will be held on Tuesday, June 24 at 7pm at the Taft Public Library. Priorities as outlined by Joe include resolving the public water system issue, the septic system and the structural concerns with the building.

XIII. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:54 p.m.

Minutes by Don Morin

Approved July 15, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Monday, June 24, 2014
7:00 p.m.

Committee Members Present:

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

Others Present:

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

I. Call to Order

The meeting was called to order by Paul Fitzgerald 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.

III. Approval of Meeting Minutes from June 2, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the meeting minutes from June 2, 2014.

DISCUSSION: None

VOTED: Unanimous. Paul Fitzgerald and Kevin Rudden abstained as neither was present at the meeting on June 2.

IV. Green Communities Grant Application

Prior to the meeting Anne Mazar sent an email to inform the Committee that she still expects to hear a response from the granting authority by the end of June, but as of June 24th she has not received any update. We will revisit this item at the next meeting.

V. Public Water Supply Update

Mary reported that on June 4th Susan Connors from the Massachusetts DEP visited the site of the future library in hopes of coming up with a decision regarding the public water supply requirements. Fred Lapham of Shea Engineering and Susan joined Mary on the site walk. The DEP determined that the new library will not be a public water supply as long as no kitchen is constructed, no water fountains are installed and the library enacts a policy that restricts access to any coffee machines to the library staff. Meeting attendees can bring their own refreshments as needed.

Also, a “Best Effort” to obtain ownership or control through an easement of the Zone 1 area that extends onto the abutting property will be needed. Due to the proximity of the detached garage to the well, initial feedback from DEP management is that they’d like it to be removed, but that they can give an extended schedule as part of their Administrative Consent Order of up to 5 years to have the work performed. The existing well also needs to be brought up to current standards, including some electrical code upgrades as well as having the well head raised. Testing will also be needed. Mary mentioned that Joe has reached out to the Town about performing this testing. Mary also agreed to talk with Mike Pagano about how to handle the well improvement work within the scope of the project. A copy of the email from the Massachusetts DEP is included here.

ACTION: Mary will talk with Mike Pagano about how to handle the well improvement work, likely within the scope of the project.

From: Connors, Susan (DEP) [susan.connors@state.ma.us]
Sent: Monday, June 09, 2014 4:05 PM
To: susandarnell@comcast.net; Mary Bulso; sheaengineering@verizon.net
Subject: PWS requirements

Susan, Mary, and Fred,

As discussed at the site visit for the new location for the Mendon Library, below and attached are information on permitting a public water system.

Permitting a Transient Non-Community public water supply is described in the attached document, "Appendix G", which is taken from MassDEP's Guidelines and Policies for PWSs. It describes the technical requirements for a 24 hour pumping test and permit application. The existing well would need to be upgraded to current standards. Attached are before and after photos of what is expected for that. Because this water supply source is pre-existing and non-conforming, the facility cannot go straight to the normal permitting process. We will need to execute an Administrative Consent Order which would contain the permitting requirements. The ACO would need to be signed by the Mendon Board of Selectmen.

A Best Effort to obtain ownership or control through an easement of the Zone I area that extends onto the abutting property would be required. Attached is an example easement that was recently recorded. I briefly discussed the detached garage and its proximity to the well with DEP management. Initial feedback is that this is still something that we would want removed, but we can give an extended schedule to do so in the ACO (e.g. up to 5 years).

If you want to retain the water softener, a BRP WS34 permit application is required. The backwash from the softener should be removed from its current location that discharges to the septic system. This is a Title 5 violation for all wells regardless of classification see webpage - <http://www.mass.gov/eea/agencies/massdep/water/wastewater/water-softeners.html>.

Regarding the classification of the facility, we believe that based on your submittal, we can determine that the facility will not be a PWS if there is no kitchen constructed, no water fountains, and you can enact a library policy that restricts access to any coffee machines to the library staff. Meeting attendees can bring their own refreshments as needed.

I wrote this very quickly in an attempt to get information to you ASAP as I expected to respond earlier. If I missed anything, or you have any questions, please contact me.

Susan

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Drinking Water and Water Management Programs
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VI. Supplemental Test Pits and Footings under Foundation

Mary reported that additional test pits were dug by Yankee Engineering and that footings were found underneath the foundation, unlike the first one that was dug a few weeks ago. Apparently there was repair work done in the location of the first test pit that disturbed any footing that may have existed. The rest of the test pits have confirmed that the remaining footings are located where they are expected to be. Mary is awaiting the final report from Yankee Engineering and will forward it on to Don when it becomes available so he can share it with the full Committee.

ACTION: When available, Mary will send the final report from Yankee Engineering to Don who will forward it on to the full Committee.

VII. Septic System Update

Mary informed the Committee that A.D.C. Septic has investigated the reasons why the tanks won't drain and discovered that some roots have infiltrated the distribution box. The leach field needs to be mowed utilizing a brush hog or similar type of mower to keep the area operational. A.D.C. has prepared a “worst case quote” that includes the following work:

“The Distribution box needs to be excavated and all roots removed. The current box has six lateral lines and all of which are infested with roots. I propose to remove the box and cut the lateral lines. At this time I can inspect the lines to see if the roots have grown down the laterals into the field. A new distribution box would be installed and reconnected to the lines if the lines are intact and not compromised by roots. I believe this is the most cost effective way to determine if the system is salvageable. The cost for me to complete the above scope of work is \$ 1500.00 (Fifteen Hundred Dollars).”

Mary also mentioned that the septic system passed a Title 5 inspection back in 2008, and she asked if anyone had a brush hog to clear the field. Kevin stated that his landlord had this type of equipment and that he would ask if he could use it and will report back to the Committee if he is successful. Susan stated that she has a backup contact in mind if Kevin is not successful. The Committee also agreed that we should proceed with repairing the distribution box once the field is cleared, but Dan Labastie wanted to ensure that the quote was competitive. Therefore, the Committee took the following action:

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the repair or replacement of the septic system distribution box at a cost not to exceed \$1500. Which supplier is chosen to do the work will depend on the quote that Dan Labastie is able to obtain.

DISCUSSION: None.

VOTED: Unanimous.

ACTION: Kevin will ask his landlord to borrow his brush hog so he can clear the field behind the church where the septic system leach field and distribution box are located.

ACTION: Dan will contact another septic system repair company to ensure that the quote from ADC is competitively priced.

VIII. Posting for Abatement Work

Mary updated the Committee on the status of the Abatement work that needs to take place at the future site. She has worked with UEC and the Town to post a request for bids for the abatement work to remove asbestos in the VCT tiles along with any other asbestos removal. The posting will be placed on the Central Register for two weeks beginning June 25th. A walk-through of the site is scheduled for July 8th.

IX. Demolition Work

Mary stated that the students at Blackstone Valley Technical Regional High School have removed all partitions from the building and that the trash dumpster is almost full. Kevin will try to toss the pieces from the ramp into the dumpster and then Mary can have the dumpster removed from the site. The metal dumpster is also almost full. Paul will have that one removed. The BVT work is complete for the summer vacation months, but the school may be able to support additional work in the fall. The Worcester County Sherriff's office has agreed to supply resources to perform demolition work for the first two weeks of September. The

skill set of the volunteers is not known, but Mary does know that we will need to provide hand tools, dust masks, staging and lunch to the volunteers during the two weeks. We will also need to show the volunteers what needs to be demo'd during the two weeks. Mary asked about getting donations of hand tools to be used during this time period. A few members of the Committee believed that we could get these tool donated for two weeks if Mary is able to supply a listing of what tools are needed. Mary will create this list for the Committee to review and Committee members will solicit donations of borrowed equipment for two weeks.

ACTION: Mary will create list of hand tools that will need to be donated during the first two weeks of September for use by the Worcester County Sherriff's Department volunteers.

With regards to the staging needs, Mary suggested that she walk the site with Moritz to get his thoughts on how to handle this. She would also like to use the walk to determine if outdoor work can be performed, such as trimming or removing some shrubs, trimming a tree that was struck by lightning, etc. She will set up some time to do this.

ACTION: Mary will set up time to walk the site with Moritz to determine what type of outdoor work could be performed by the Worcester County Sherriff's Dept. volunteers and to determine if staging can be easily set up for the volunteers to use.

With regards to BVT, Mary suggested that we inquire about them making some items for the new library in their metal shop, such as interior hand railings. We can approach the BVT management team about this when school resumes in the fall. It was also suggested that Joe draft a letter of thanks on behalf of the full Committee to BVT for their donated time and to send it to the Town Crier for publication.

ACTION: Draft a letter to the Town Crier thanking BVT students for volunteering their time to perform demo work at the former church. – Joe

X. Financial Update

Invoice Approvals:

An invoice from LPA was received for OPM services for the month of May in the amount of \$960.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve payment of \$960 for OPM services from Lamoureux-Pagano for the month of May.

DISCUSSION: None.

VOTED: Unanimous.

An invoice from ADC Septic was received for the removal of 3500 gallons of sewage on June 2nd from the septic system at the future library site in the amount of \$500.

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve payment of \$500 for septic system pumping services from ADC Septic performed on June 2, 2014.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations – None

Budget Review:

Don shared an updated budget document that listed all the hard cost estimates from North Bay Construction Consultants as well as an updated list of potential cost savings opportunities with updated dollar values that was provided by David Eisen. The Committee was okay with the new format. The budget summary is attached here.

Taft Public Library Budget

7/2/2014

ITEM DESCRIPTION	Budget using North Bay Construction Consultants Hard Costs	Comments	Savings Opportunities	Potential Savings
Hard Costs				
Existing Conditions	\$54,836	Demo/Abatement Work	Use BVT, Worc Cty Sherriff for demo	
Concrete	\$41,295		Reduce concrete, use asphalt and pre-cast CMU.	\$ 6,000
Masonry	\$6,105			
Metals	\$27,790		Reduce steel - use wood	\$ 10,000
Wood, Plastics and Composites	\$52,128			
Thermal and Moisture Protection	\$141,373			
Openings	\$149,221		Reduce glazing	\$ 8,000
Finishes	\$88,668		Reduce cost of flooring in all areas	\$ 9,000
Specialties	\$6,086		Eliminate security gates	\$ 2,970
Equipment	\$0			
Furnishings	\$122,592	~\$117K for shelving	Eliminate window treatments	\$ 5,246
Conveyor Systems	\$225,000		Moritz to check on elevator options	
Fire Suppression	\$0			
Plumbing	\$26,460		Use existing water meter	\$ 4,500
HVAC	\$127,396			
Electrical	\$97,872			
Communications	\$11,109			
Electronic Safety and Security	\$22,803			
Earthwork	\$32,545			
Site Improvements	\$15,194			
Utilities	\$31,161		Remove underground ductbank	\$ 5,400
Total Direct (Hard) Costs	\$1,279,634		Total Potential Savings	\$ 51,116
General Requirements (10%)	\$127,963			
Overhead and Profit (13%)	\$182,988			
Total Direct Costs and OH&P	\$1,590,585			
Soft Costs				
Contingency	\$159,059		Increased contingency to 10% (North Bay had 5%)	
Bond & Insurance	\$23,859			
A/E Fees	\$125,600			
Project Manager Fee	\$27,500			
Bidding Expense	\$3,000			
Testing	\$4,000			
Moving Expense	\$2,000			
Escalation	\$0			
Total Soft Costs	\$345,018			
OVERALL TOTAL:	\$1,935,603			
Funding Approved by Voters	\$1,700,000		Miscellaneous Savings	\$ 51,116
Excess/(Deficiency)	(\$235,603)		Shelving	\$117,346

Other Funding Sources:

Susan mentioned that she has been in touch with Senator Moore's office and originally pursued a Mass Works Grant but realized that it wasn't applicable to our project. She then learned that Senator Moore partnered with Representative Fernandes to include \$1.2 million in the Senate budget for fiscal 2015 to support the Taft Public Library renovation project. This is the amount that the town would have qualified for under the MBLC funding process. Senator Moore will be visiting

the site of the future library on Monday June 30th. Andrew, Susan and Mary are all planning on being there to host the visit.

Susan also mentioned that she and Mary met with Dick Grady about creating an “Arcadia book”, which essentially is a picture/video collection of historic Mendon sites that can be narrated by Mendon residents and saved to a DVD and sold. A percentage of the proceeds would go to Arcadia Publishing. Dick Grady is working with John Trainor to come up with a list of potential Mendon sites of interest. The Library Trustees are also meeting on June 25th and they will discuss this and other fund raising opportunities. Kevin mentioned a bumper sticker opportunity where one can purchase a bumper sticker stating “support your local library” or something to that effect for \$2 with 50% of the proceeds going to the library. He will provide Andrew with a catalog that he can bring to the Trustee meeting on Wednesday.

ACTION: Kevin to provide Andrew with a catalog of fund raising opportunities like the bumper sticker campaign so Andrew can share it with the Trustees on June 25th.

XI. Review Open Items on Decision Action Log

Don walked the Committee through the open items on the Decision Action Log. There was no new information for many of the items, but a few were updated earlier in the meeting as part of our agenda. Item #115 involves used shelving. Amy contacted the town of Shrewsbury and they won’t know if they will have any shelving available until later in the year, and even then it won’t be available for taking until May of 2016. Williams College has nothing available, and the town of Hopkinton hasn’t returned her call yet.

Don mentioned that he was contacted by Bob Gilchrist about shelving and other items that are available at the old Franklin High School. Don shared pictures of what is available and Andrew agreed to contact Bob about setting up a visit to look at the materials that are available available.

ACTION: Andrew will contact Bob Gilchrist to set up a time to visit the old Franklin High School to see if anything might be useful for the new Taft Public Library.

XII. Items not reasonably anticipated 48 hours prior to meeting

Paul mentioned that due to work and personal scheduling issues he will be stepping down as Vice Chair of the Committee. Don suggested that the Committee members consider filling in for Paul and that we should add a topic to the next meeting agenda to appoint a replacement. Kevin asked if those not interested should make their opinions known at this time, after which he, Amy and Don stated that they are not interested in the position. This item will be revisited at the next meeting.

XIII. NEXT MEETING

The next meeting will be held on Tuesday, July 15 at 7pm at the Taft Public Library. Agenda topics will include the Green Communities Grant status, the state budget

funding status, the septic system distribution box repair, the abatement site walk results, Worcester County Sherriff's Department demo work planning for September, a financial update, and nominations to appoint a new Vice Chair.

XIV. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:29 p.m.

Minutes by Don Morin

Approved July 29, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, July 15, 2014
7:00 p.m.

Committee Members Present:

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

Others Present:

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

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 Dan Labastie, seconded by Susan Darnell, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from June 24, 2014

MOTION: A motion was made by Susan Darnell, seconded by Jay Washburn, to approve the meeting minutes from June 24, 2014.

DISCUSSION: None

VOTED: Unanimous. Joe Cronin and Moritz Schmid abstained as neither was present at the meeting on June 24.

IV. Green Communities Grant Application

The Committee has learned that a grant of ~\$112K has been granted through the Green Communities Grant application process. The Committee expressed their sincere gratitude to Anne Mazar for all of her hard work to make this grant possible. Susan will ask Bill McHenry to attend our next meeting to understand the logistics around obtaining the grant money.

ACTION: Susan to invite Bill McHenry to our next meeting to discuss the logistics around the Green Communities Grant.

V. Septic System Update

Mary reminded the Committee that A.D.C. Septic has provided us with a quote to have the distribution box excavated and all roots removed. This information was shared at the last meeting. Dan had hoped to get another quote for comparison but

we are still awaiting one in writing. An attempt for a third quote was made by Dan but no bid was received from that source.

The Committee next discussed the growth that caused roots to penetrate the distribution box and acknowledged the work that Kevin Rudden performed to help clear some of the growth. Due to the amount of area that needs to be cleared several committee members agreed to contact local landscapers to try to identify one who has the required equipment that can clear the land without damaging the septic system and leach field.

ACTION: Susan, Moritz and Don offered to contact landscapers that they know in the area to ask about clearing the growth over the septic system distribution box and leach field.

VI. Update on Well – Condition, Contractor Water Needs, Testing, etc.

Mary mentioned that we have a quote in hand from someone to perform the work to bring the well up to code as described by Susan Connors of the Massachusetts Dept. of Environmental Protection. The Committee hopes to bring the well up to code, have the water tested, and then turn over maintenance of the water supply to the Town. The Committee will determine what work to perform at a future meeting.

VII. Update on Abatement Site Walk

A walk-through of the site for potential abatement contractors took place on July 8th. Four potential bidders participated in the walk along with the Mendon Town Administrator Kim Newman. Bids are due back to the Town tomorrow (July 16) at 10:30am, at which time they will be opened. Mary mentioned that whoever performs the abatement work will need to have water available through a hose bib on the outside of the church. Joe said that he would team up with Moritz to ensure that a working hose bib is available for the abatement contractor.

ACTION: Joe and Moritz will ensure that a working hose bib is available for a future contractor to use while performing abatement work.

VIII. Update on Demolition Work

Mary asked Moritz if he would be available to walk the site to determine what type of demolition work we should have the Worcester County Sheriff's Department volunteers perform in September when they are scheduled to help out at the future site of the library. Mary mentioned that there is plenty of demo work that needs to be performed, including outside shrubs, dry wall and some duct work in the basement, bathroom partitions, and a straight wall on the top floor. Mary was concerned that we would need someone on site the first day that the Sheriff Department volunteers arrive. Joe stated that he could plan to be there when they first arrive to discuss the work that needs to be performed. The Town needs to supply hand tools, dust masks and any other equipment needed to perform the work. It was mentioned that Home Depot may donate some supplies; Amy agreed to contact them to find out. Moritz also offered to put together a list of the tools that will be needed to perform the work. The dumpsters that were used for the earlier demo work by BVT are full. Mary and Paul will need to get them removed.

ACTION: Amy will contact Home Depot to inquire about donating some supplies to help with the demo work to be performed by the Worcester County Sheriff's Dept.

ACTION: Moritz will generate a list of tools needed to perform the abatement work.

ACTION: Mary and Paul will get the dumpsters removed since they are full.

IX. Financial Update

Invoice Approvals:

An invoice from LPA was received for OPM services for the month of June in the amount of \$960.

MOTION: A motion was made by Jay Washburn, seconded by Chuck Noel, to approve payment of \$960 for OPM services from Lamoureux-Pagano for the month of June.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations – None

Budget Review:

Don has not made any updates to the budget summary he presented at the June 24th meeting as the Committee was waiting to hear about additional funding sources first.

Other Funding Sources:

Susan has kept in touch with Senator Moore's office and explained that the \$50K energy efficiency grant in the State Budget was vetoed by the Governor. In order for moneys to be reinstated and sent back to the Governor, the change needs to originate in the House, not the Senate. Susan asked Don if he could contact Representative Fernandes about possibly trying to reinstate the \$50K.

ACTION: Don will contact Representative Fernandes about possibly reinstating the \$50K energy efficiency grant in the 2015 State Budget.

Susan also mentioned that the supplemental budget that contains funding for unanticipated expenses is proceeding through the House and will then go on to the Senate and eventually a joint committee. Funding is being proposed to cover the unexpected costs of test pits, abatement, well upgrades, etc. Susan will get final estimates of unexpected costs to Senator Moore's office on Wednesday.

ACTION: Susan will provide unanticipated cost information to Senator Moore's office.

X. Review Open Items on Decision Action Log

Don walked the Committee through the open items on the Decision Action Log. Item 115 involved used shelving. Andrew has been in contact with Bob Gilchrist to look at available items at the old Franklin High School. He stated that they had some fairly new file cabinets, leather chairs, a desk and audio/visual carts might come in handy at the new library. He will contact Bob Gilchrist to inquire about obtaining some of the items, and will look into renting a U-Haul to bring them back to Mendon, potentially storing them in the rectory.

ACTION: Andrew will contact Bob Gilchrist to set up a time to pick up some of the items that may be of use at the new library.

Item 125 involved how to handle well improvement work. Mary has been obtaining bids to perform the work. This item is now closed. Item 126 is also closed as Mary provided the updated report from Yankee Engineering on the test pit work and Don forwarded it to the full Committee. Item 127 involved the use of a brush hog by Kevin Rudden to clear the growth in the area of the septic system distribution box and leach field. Kevin did this, but there was too much work for him to complete so other options are being pursued. Item 128 is closed as Dan contacted other companies to obtain a quote for septic system repair work. Items 129 and 130 are still pending, while the owner of item 131 regarding drafting a letter to the Town Crier to thank BVT volunteers for their work has been changed from Joe to Jay. Item 132 is closed as Kevin provided Andrew with a catalog of fund raising opportunities, and item 133 is closed as Andrew visited the Franklin High School to view what furniture was available.

XI. Review Donation List

It was suggested that several items be added to the donation list. Joe, Dan, Susan and Chuck helped remove the ramp and toss it into the dumpster. BVT assisted with the boiler removal, saving the project ~\$7000. BVT also removed the folding partitions in the basement (~\$900 savings) along with the aluminum track (~\$450 savings). Joe and Moritz removed some steel hand rails (~\$200 savings).

XII. Nominations for new Vice Chair

At the last meeting Paul Fitzgerald stepped down as Vice Chair due to time commitments for his work (travel) and personal life. Don reminded the group that he, Amy and Kevin had stated at the last meeting that they did not wish to be nominated for Vice Chair for different reasons. Joe asked for nominations from the floor. Susan nominated Chuck, but he declined. Chuck nominated Dan, and Dan nominated Moritz. Don also nominated Jay. After a brief discussion, Dan stepped down stating that he was happy with either Moritz or Jay taking the position. After some additional discussion, the Committee selected Moritz as Vice Chair.

XIII. Items not reasonably anticipated 48 hours prior to meeting

Mary asked about getting new electrical service to the building, and stated that she would talk with David Eisen about what was priced out with the initial schematic design supplied by Abacus.

Andrew mentioned that an Eagle Scout approached him asking to help with the new library project. The Committee suggested that Andrew have a follow up discussion and suggest that some outdoor landscaping be a possible project that the scout can pursue.

XIV. NEXT MEETING

The next meeting will be held when Bill McHenry, Anne Mazar and David Eisen are available. Agenda topics will include a discussion around the Green Communities Grant status with Bill and Anne along with a design/budget review with David Eisen.

XV. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:22 p.m.

Minutes by Don Morin

Approved August 13, 2014

Taft Building Committee Meeting

July 29, 2014

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

Also: Andrew Jenrich, Mary Bulso, Bill McHenry, David Eisen, Miks Karklins

Meeting was called to order at 7:06

A motion to approve the agenda was made by Kevin Rudden, seconded by Jay Washburn, and approved unanimously.

A motion to approve the minutes of the of the July 15, 2014 meeting was made by Dan Labastie, seconded by Jay Washburn and approved unanimously with one abstention.

Update on Green Communities Grant funding Process

Bill McHenry, Coordinator of the Green Communities Program, presented an overview of the process and the Committee generated a list of questions that they would like him to research. Mendon was awarded close to the maximum allowed for each town, with the Taft Library and 3 projects at Clough School receiving funding. Bill confirmed subsequent to the meeting that the HVAC system funded by the grant must be completed by April 30, 2015. This deadline will be extremely challenging to meet, given the time required for Abacus to prepare the construction bids and the public bid process; it is estimated that contracts for the renovation will not be signed until the end of this calendar year.

Bill explained the reimbursement process. An initial 25% of total funding will be disbursed. The Committee will document that the allocation has been spent and 50% will then be released. Again, after providing documentation of spending, the final 25% will be released. Although Bill will need to develop a process with the Town for the School projects, Taft already has a construction budget that will move along a separate track. Bill will need to research the differences mandated by the construction budget and public bid process as it is not typical of other projects funded by Green Communities. His salary expense is paid through a different allocation and will not impact our project award of \$111,000. His role is to be a facilitator to ensure that the process goes smoothly.

As required by the grant process, Bill must meet with the utilities within the next two weeks (N Grid) to identify incentives that can be applied to the project and add that value to the budget. Acquiring incentives also requires extensive documentation. Mary will attend the meeting if possible.

Guardian Energy would like to bid on this project but they will not be eligible to do so unless they are qualified by DCAM. David expressed concern over the tight timeline and asked if exceptions would be allowed, given the different scope of this project. Bid documents will need to specify if certain tests will be the owner's responsibility before they are released and the construction schedule will need to be

performed out of order. The Committee asked Bill to research if performance specs would be an acceptable alternative to proprietary specs. Bill also needs to see if the electrical systems needed to support the HVAC system were included in the grant. He was asked to provide a copy of the grant to the Committee.

Financial Update

State funding: Susan was in communication with Senator Moore's office today. The \$50,000 for replacement windows was not included in the Legislative override of the Governor's veto. The supplemental bill for last fiscal year's expenses is still in the House Ways and Means Committee and has not come to the Senate. The \$1.2 million included in the MBLC bond financing authorization was approved. There are several questions about the bond authorization- will it have an issue date, will it be only reimbursement for what the Town has spent, will it be an addition to the Town debt exclusion, etc.

Fundraising: At the Trustee meeting last week, a calendar of fundraising events for the year was sketched out, both to raise money and also awareness. The September meeting will be a joint meeting with the Friends of the Library to finalize the list and coordinate effort. The target is \$50K by opening day. Paul will send Susan information on the Hopkinton fundraising effort which was a multi-year process rather than a capital campaign.

Budget Review

Don had sent out a spreadsheet with multiple pages for the Committee's review. Jay presented an alternative in which he added back certain items targeted for savings and eliminated other expenses, resulting in a surplus of approximately 18K for review. After discussion it was decided that the Committee did not need to finalize a line item budget of projected expenses/savings at this time. Rather it was up to Abacus to advance the design and present a revised cost estimate to the Committee.

David was charged to work within the \$1.7M plus the grant, minus soft costs. The expense of upgrading the well and repairing/replacing the septic were not included in those figures, nor was the \$19,200 for the asbestos abatement. Therefore the total amount of funds that David has to work with is \$1,423,162. The expectation is that FF&E will need to be fundraised.

The Contingency line item continues to be inadequate; that line will decrease as the "committed expenses are incurred". Mary questioned if the abatement should be considered under Contingency rather than under Existing Conditions.

A motion for Abacus to proceed with the work under the ceiling of \$1,423,162 and to return with a revised cost estimate within six weeks was made by Kevin and seconded by Dan and passed by a majority vote, with Jay Washburn abstaining.

It was noted that there is water in the basement after two days of rain and the source is unknown.

Invoice approvals, etc.

A motion made by Kevin and seconded by Chuck was passed unanimously to pay ADC Spetic for \$75 for a porta-potty rental.

Moritz will remove the metal rails and place them in dumpster before it leaves.

It was noted that another porta-potty and dumpster will be needed for early September for the Sherriff's Department. Paul will investigate placing another dumpster for that purpose.

Two quotes have been received for the septic system but work can't proceed until the vegetation on the leach field has been cut back. Paul will work on it for a few hours on Friday if Kevin can provide his landlord's trimmer mower. The Highway Department's equipment is too heavy to drive on a leach field.

Susan arranged for an arborist to assess the vegetation and also the health of the trees on the site. The arborist recommended a multi-year plan to eliminate the Japanese knotweed which is growing around the leach field; it is extremely invasive and difficult to remove. It will require both cutting back and the application of an herbicide multiple times. Once the vegetation has been removed, the Parks Department will be asked to routinely mow it 3-4 times in season.

The maple trees planted by North Ave have been planted too deeply, impairing their health and vigor. They need to be excavated, checked for girdling roots, and the soil reduced to the proper level. Establishing a mulched bed underneath them will also help them and protect them from injury by mowers.

The Selectmen have awarded the contract for the asbestos abatement work to All State for \$19,200. The lawyers are in discussions reviewing the contract, and the contract is expected to be signed the 2nd or 3rd week of August, with work commencing at that time.

Sheriff's Department Demo Work

Moritz can get the hand tools dropped off at the end of August for early September for 6-8 people. Paul will have another dumpster provided for the demo work.

Items not Reasonably Anticipated

Mary has solicited bids to bring the well up to code and has received only one from D. Darling. Since the expense will be less than \$1,500, only best effort is required. Dan made a motion, seconded by Paul, to accept the bid and the motion was passed unanimously.

Andrew has communicated with the individual for the Eagle Scout project and has determined that the project does not need approval for several years.

NEXT MEETING IS SCHEDULED FOR August 13 at 7:00 PM at the Taft Library. Agenda items include a review with Bill McHenry and the approval of invoices.

A motion was made by Moritz and seconded by Kevin Rudden to adjourn the meeting at 8:25pm and passed unanimously.

Minutes by Susan Darnell

Approved August 27, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, August 13, 2014
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Don Morin, Kevin Rudden, Moritz Schmid, Jay Washburn; Chuck Noel arrived ~7:17pm

Others Present:

Bill McHenry, Mendon Green Communities Grant Coordinator
Andrew Jenrich, Library Director, Taft Public Library

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 Kevin Rudden, seconded by Susan Darnell, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous.

III. Green Communities Grant Application

Bill McHenry informed the Committee that the project deadline is in fact April 30 of 2016, not 2015. The deadline of March, 2015 would be to allow the town of Mendon to apply for additional grant money in the next cycle. If the work isn't completed by the end of March, 2015, the town will just need to wait for the next cycle to apply for additional funding. The deadline cannot be extended. Bill also stated that the work on the HVAC part of the renovation project will need to be tracked using a schedule of values process so that it is easy to show when the project funding has been utilized. The way the reimbursement will work is that the money will get spent by the town and it will then get reimbursed by the Green Communities Program.

With regards to Guardian Energy potentially bidding on the work, Bill stated that they likely won't bid on the project. They are DCAM certified for electrical work only.

Bill stated that he spoke with National Grid about potential incentives for the work being performed under the Green Communities Grant application and that none are available. He did state that N Grid is interested in talking about other incentives for other components of the project that might be available, and that a conference call is planned for Friday, August 15 at 2pm where Bill, Mary and David Eisen will talk with National Grid about other potential incentives that may be available.

Bill informed the Committee that he has also applied for a grant for \$6K to pay for bid specs and design services, which will help defray the cost of our architectural and/or OPM services. He should know within 72 hours if we will receive the grant.

IV. Approval of Meeting Minutes from July 29, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the meeting minutes from July 29, 2014.

DISCUSSION: Don asked if Paul Fitzgerald was present at the meeting. Susan said he was, so he will be added to the list of those in attendance at the meeting. Jay mentioned that he did not vote to support the motion to have Abacus proceed with the design work under the budget ceiling of \$1,423,162. The minutes will be modified to reflect his abstention from that vote. The motion to adjourn was incomplete in the draft minutes. The time of the adjournment of 8:25pm and the person who seconded the motion (Kevin) will be added to the minutes.

VOTED: Unanimous. Don Morin and Amy Fahey abstained as neither was present at the meeting on July 29.

V. Financial Update

Update on Other Funding Sources:

Susan has kept in touch with Senator Moore's office and explained that while the \$50K energy efficiency grant in the State Budget was vetoed by the Governor, it was subsequently over-ridden by the Legislature and we can now count on that money for our project. The \$1.2 million for the MBLC (Mass. Board of Library Commissioners) budget was also approved, but it isn't clear if we can obtain this funding from the MBLC as our project does not meet their base requirements. Our building is too small. We will need to work with our local legislators to determine if we can tap into this funding source.

ACTION: Susan will contact Senator Moore's office to inquire about them leaning on the MBLC to release the funding to the Town to support this project.

Fund Raising:

Amy is coordinating a fundraising event involving a holiday tour. The Library Trustees are meeting jointly with the Friends of the Mendon Library at their monthly meeting in early September.

Budget Review:

Don shared an updated budget that shows the new funding sources of \$50K (energy efficiency grant mentioned above) in addition to the Green Communities Grant of \$111,062. The new budget shows a deficit of \$74,541.

Jay suggested that we move the Furnishings budget item from hard costs to soft costs, and the Committee agreed with this. When doing this, some overhead costs will be reduced, potentially freeing up some money to add to contingency. Don will update the budget by moving the furnishings line item from hard costs to soft costs and will move the freed up funds to the contingency line item. The Committee also

suggested moving the testing costs to the contingency line item, since the testing line is usually used for verification testing during construction activities.

Invoice Approvals:

An invoice from Abacus was received for Yankee Engineering testing services for \$4820 for their work digging additional test pits. Adding Abacus 10% coordination fee brings the invoice total to \$5302.

MOTION: A motion was made by Kevin Rudden, seconded by Susan Darnell, to approve payment of \$5302 to Abacus for services from Yankee Engineering plus the 10% coordination fee.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations – None

VI. Septic System Update

Susan informed the Committee that Gary Smith was able to clear the growth behind the building over the leach field. Don will add Gary's name to the volunteer log to thank him for his service. We will need to ensure that the field remain cleared, so Andrew will contact the Parks Department to inquire about them cutting the brush 3-4 times per year.

ACTION: Don will add Gary Smith's name to the volunteer log to acknowledge his work clearing the growth above the leach field behind the building at the future site of the library.

ACTION: Andrew will contact Daniel Byer at the Parks Department to inquire about them cutting the field behind the church 3-4 times per year.

Now that the field is cleared, we can perform work to repair the septic system. Two quotes have been received for the work, one from ADC Septic for \$500 that includes clearing out the roots and using a camera system to check the lines for root growth and one from Stewart Contracting for \$650 that includes clearing of the roots and opening up the elbows 3 feet after the distribution box.

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the selection of ADC Septic to clear the roots from the distribution box and to check the lines for root growth using a camera system.

DISCUSSION: None.

VOTED: Unanimous.

ACTION: Don will inform Mary of the Committee's decision to use ADC Septic to clear the roots from the distribution box of the septic system.

VII. Update on Well – Condition, Contractor Water Needs, Testing, etc.

Mary is still waiting for a date from Darling to perform the upgrades on the existing well.

VIII. Update on Preparation for Demo work by Worcester County Sherriff's Office

Moritz will obtain hand tools and dust masks to perform the work. Staging will not be needed; the work will be performed in the basement. Lunch will need to be provided daily. Susan agreed to provide lunch for two out of the ten days that the volunteers will be on site. Kevin offered to provide pizza one day, and Mary suggested ordering food from Oliva's and having it delivered. This can be done for the other seven days. We still need to understand when the abatement work will take place. This could require us to delay the work by the Worcester County Sherriff's office. We need to understand if we have a conflict so that we can reschedule the work ahead of time. We also need to understand what time the volunteers plan to arrive and depart each day so someone can provide them access to the site. Andrew, Susan and Kevin all offered to help with going to the site to provide access each day.

ACTION: Don will contact Mary and ask her to contact the Worcester County Sherriff's Office to ask what the expected hours at the site will be.

IX. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that due to the large amount of rain received today he and Moritz checked the building prior to today's meeting. They noticed water in the basement. Moritz suspects that it may be coming from the right front of the building (when facing it from the street) where the ground was disturbed by Yankee Engineering during the test pit excavation. Joe mentioned that David was going to ask Fred Lapham to have a look at the site to see if this is a logical cause for the water.

Joe informed the committee that we needed to formally approve of UEC to perform oversight of the abatement work, do testing while the work is being performed and to provide a report when finished. UEC estimates that this could cost ~\$4K or so. Joe suggested that we approve up to \$6K for the work so that we don't have to come back to approve another request if the work exceeds the \$4K estimate.

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the hiring of UEC to perform oversight of the asbestos abatement work for a not to exceed amount of \$6K.

DISCUSSION: None.

VOTED: Unanimous.

With regards to the budget Jay Washburn suggested that we update the direction we gave to David Eisen at the last meeting to work under the ceiling of \$1,423,162. Due to the budget update provided by Don earlier in the meeting, it was suggested that Don update the budget with the new numbers and provide them to Mary to give to David.

MOTION: A motion was made by Moritz Schmid, seconded by Chuck Noel, to have Don make the agreed upon updates to the budget and to provide new direction to David Eisen via Mary Bulso with regards to the budget numbers. Don will move the furnishings cost to the Soft Costs section of the budget, he will restore the

shelving to the budget and increase contingency with what's left. The new budget number will be provided to Mary to pass on to David.

DISCUSSION: None.

VOTED: Unanimous.

X. NEXT MEETING

The next meeting will be held on August 27, 2014 at 7pm at the Taft Public Library. Agenda topics will include an update on the Green Communities Grant and other grants and incentives applied for by Bill McHenry, a schedule review for asbestos abatement and demo work by the Worcester County Sherriff's department, a septic system repair and well water repair update, and a financial update.

XI. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:21 p.m.

Minutes by Don Morin

Approved September 24, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, August 27, 2014
7:00 p.m.

Committee Members Present:

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

Others Present:

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

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 – August 13, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from August 13, 2014.

DISCUSSION: None.

VOTED: Unanimous.

IV. Green Communities Grant Update, \$6K Grant for Bid Specs and Design Services, and National Grid Incentives

This item was passed over as the team had not yet received an update from Bill McHenry on these items.

V. Septic System Repairs

Mary reported that ADC Septic has checked out the distribution box and found that roots have penetrated the system. Five of six lines that were inspected with a camera had roots growing through them out to the leach field. The group will need to discuss repairing the system as part of the project work.

VI. Well Water System Improvements

Mary is still waiting to hear from Darling on the improvements, which will take place after the asbestos abatement work is completed.

VII. Financial Update

Update on Alternative Funding Sources:

Susan has been in touch with Zach in Senator Moore's office who is looking into options for the \$1.2 million in the MBLC (Mass. Board of Library Commissioners) budget, as it still isn't clear if we can obtain this funding from the MBLC as our project does not meet their base requirements. Don has also been in touch with Representative Fernandes who is helping to understand how the Town can obtain the \$50K in funding for the energy efficient windows.

Budget Review:

Don shared an updated budget that shows the updates agreed to at the last meeting, including moving the furnishings to Soft Costs and subtracting the \$71,116 in potential savings suggested by David Eisen from the budget to leave an additional \$41,603 for contingency, which would raise contingency to ~13% of the hard costs, and would result in a balanced budget.

Jay Washburn expressed concern that we had already spent over \$30K in contingency to date and we hadn't even put a shovel in the ground yet. As a result, Jay suggested we increase contingency to 15%, to which Kevin Rudden quickly agreed. Don mentioned that if we did this we would show a deficit in our budget and asked if we wanted to take the money from somewhere else to show the budget as balanced, but Joe suggested that since we'll be getting an updated set of budget numbers in a couple of weeks anyway, we should just show the budget with a net deficit and then deal with it when we get the new numbers.

MOTION: A motion was made by Jay Washburn, seconded by Kevin Rudden, to increase the contingency line item in the budget to 15% of the hard costs.

DISCUSSION: Don did a quick calculation and explained that the contingency would now be \$215,730 and the budget will now show a deficit of \$101,423, with potential offset savings of \$71,116 as well as any additional savings we may want to pursue in the furnishings line item.

VOTED: Unanimous.

Invoice Approvals:

Joe informed the Committee that an invoice from Abacus was received (#HS101652) for Yankee Engineering testing services for \$2500 for their work digging additional test pits in June (invoice #20979) as well as \$1500 from UEC for design services (invoice #4359). Adding Abacus' 10% coordination fee brings the invoice total to \$4400.

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve payment of \$4400 to Abacus for services from Yankee Engineering and UEC plus the 10% coordination fee.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations – None

VIII. Update on Preparation for Demo work by Worcester County Sherriff's Office

Moritz stated that obtaining dust masks would not be a problem and that he is working on obtaining hand tools. At the last meeting Susan agreed to provide lunch for two out of the ten days that the volunteers will be on site, Kevin offered to provide pizza for one day, and Mary suggested ordering food from Oliva's and having it delivered. Susan will prepare lunch on the 8th and 10th, Kevin agreed to cook hamburgers and hot dogs on the 9th, and the rest of the days food will be ordered. Susan and Andrew will help with the ordering of food, likely from Oliva's and/or Deluxe Pizza. Joe offered to drop off cases of Gatorade and water. It still isn't clear what the working hours will be. Mary will check and will let the group know. She also said that she would meet with the group on the first day to let them in and discuss the work to be performed, and she could also lend a key to the supervisor of the work crew so that they could start the work upon arrival for each of the subsequent work days.

IX. Review Open Items on Decision Action Log

Mary informed the Committee that abatement work is ongoing and is expected to be completed by September 5th. Moritz was planning on removing the remaining railings tomorrow (8/28) and putting them in the existing dumpster. Joe will check with Paul to see if this dumpster can be removed and replaced with another. Jay Washburn had originally agreed to draft a letter to the Town Crier thanking BVT for their volunteer work. Jay said that he hadn't yet gotten to this but that he would. Joe asked if he would follow up with another for the Worcester County Sherriff's office and Jay agreed. The Committee thought it was best to submit separate letters, and Jay will do that.

X. Items not reasonably anticipated 48 hours prior to meeting

Jay Washburn stated that he looked at the water seepage at the work site and suggests that it is just due to disturbed landscaping and/or the door. He isn't concerned that it will be a major problem to address.

Mary asked about all the acorns in back of the church and suggested trimming back the oak trees. Susan agreed to look at the trees but suggested just using a leaf blower to blow the acorns off the paved areas.

Mary stated that she had spoken with Tom Belland from BVT who stated that the students would have time to provide during the existing school year since BVT's expansion project was defeated by the voters. Mary will work with Tom to give them some work, potentially building the circulation desk and/or some shelving, doing some assembly of shelving, potentially attending site walks with Mary, etc. Tom suggested attending a future meeting to discuss options.

XI. NEXT MEETING

The next meeting will be held on September 23, 2014 at 7pm at the Taft Public Library pending new budget numbers being received by Abacus before then. Agenda topics will include an update on the Green Communities Grant and other grants and incentives applied for by Bill McHenry, an update on the demo work by the

Worcester County Sherriff's department, a septic system update, a well water repair update, and a financial/budget update.

XII. ADJOURNMENT

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:03 p.m.

Minutes by Don Morin

TAFT BUILDING COMMITTEE MEETING

SEP. 23, 2014

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

Also: Andrew Jenrich, Bill McHenry, Mary Bulso

Meeting called to order at 7:12, subsequent to a tour of 29 North Ave

Motion to approve the agenda was made by Kevin, seconded by Jay, and passed unanimously

Motion to approve the minutes of August 27 made by Jay, seconded by Kevin, and passed unanimously

Bill McHenry:

Bill successfully applied for a \$6,000 Technical Assistance Grant from DOER which will fund the design and bid specs for the HVAC system. The grant has been signed both by the Town Administrator and the Board of Selectmen. Permission has been given to use Abacus as the vendor. Abacus will need to submit individual invoices for this work in order to document expenses specific to this grant. The grant funds must be spent in FY 15. Mary would like to review the specific language of the grant to ensure compliance with the requirements.

Bill participated in a conference call with National Grid with Mary and David to investigate incentives. Incentives for lighting and equipment will be researched. Mary will ask David to provide information on specific fixtures and then National Grid will identify possible incentives for those fixtures. Bill will communicate the results of the research to the Committee by email.

Mary Bulso

Joe read the letter accompanying the invoice from ADC Septic documenting the invasion of roots into the leech field and D Box. Mary will contact the BOH to see if they will approve the use of the existing septic system design as the system was approved in 2009. The repair work will need three bids.

Dave Darling has begun the work to bring the well exterior up to code, which includes raising the wellhead, encasing the electrical wires, and filling the void with sand. National Grid is reviewing how to bring power into the site. Currently, there is one existing pole for power and a second pole for cable and phone.

Financial Updates

Susan contacted Senator Moore's office for an update on the capital authorization bill which includes 1.2 million for the renovation. Senator Moore has met with A&F and strongly voiced his support for this borrowing. Support from the MBLC is seen as lacking.

The Trustees have developed a list of potential fundraising/awareness activities. The list will be vetted at the Oct 1 meeting.

Budget Review

Abacus has not yet provided an updated cost estimate as the demolition work has uncovered new conditions that need to be considered. Mary was commended for all her work with the prisoners and the Sheriff's Dept. Republic still has a big pile of materials to pick up; which is scheduled to be removed this week, and they will be credited for their donation.

Invoices

Two invoices had been received. The first was from ADC Septic for \$500. A motion to approve was made by Chuck, seconded by Kevin, and passed unanimously. An invoice for Project Management for the month of August for \$960 was billed by Lamoreaux Pagano. Kevin made a motion to approve, seconded by Jay and passed unanimously.

Update

Jay had circulated an article for the Town Crier thanking people and organizations for their contribution to the project. Amy added information on how people could make donations. Jay will finish up the letter and submit it to the Town Crier for publication.

Items No Reasonably Anticipated

Mary noted that Fred Lapham (civil engineer of record) is concerned about water potentially infiltrating the basement as the water table comes up in the fall and winter. Digging test pits have created a problem with drainage at two corners of the building. One corner has not been properly filled and the second has a crushed pipe. Mary will review the contract with Yankee, specifically around liability for damage for repairing the damage.

An unknown neighbor has volunteered his assistance, perhaps with landscaping. This could also be an Eagle Scout project with a focus on removing shrubbery around the Rectory.

Mary has not been able to obtain specific information from Representative Fernandes' office about the \$50,000 for window replacements included in the state budget. Kevin will contact Rep. Fernandes for the official language to coordinate with the bid specs.

Next Meeting

Scheduled for Wednesday October 8 to review drawings and cost estimate from Abacus.

The meeting was adjourned at 8:46 upon a motion from Dan, seconded by Amy, and passed unanimously.

Minutes by Susan Darnell

Approved December 4, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, November 20, 2014
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Paul Fitzgerald and Jay Washburn arrived at 7:05pm

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
Andrew Jenrich, Library Director, Taft Public Library
David Eisen, Architect, Abacus Architects and Planners

I. Call to Order

The meeting was called to order by Joe Cronin at 6:58 p.m.

II. Approval of Agenda

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

DISCUSSION: Don mentioned that Bill McHenry couldn't give his update in person but that he sent an email that Don and Joe who would share the update with the Committee for that agenda topic.

VOTED: Unanimous.

III. Approval of Meeting Minutes – September 23, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the meeting minutes from September 23, 2014.

DISCUSSION: None.

VOTED: Unanimous. Don Morin abstained as he was not present at the meeting on 9/23/14.

IV. Update on Green Communities Grant, \$6K Grant for Bid Specs and Design Services, and National Grid Incentives

Bill McHenry was unable to attend but sent the following update:

From: Bill McHenry [mailto:billmchmendon@gmail.com]
Sent: Monday, November 10, 2014 12:20 PM
To: David Eisen; Mary Bulso (TPL prj mgr)
Cc: Don Morin (Mendon); Cronin, Joseph; moritz schmid
Subject: Green Communities topics for next BC mtg.

David and Mary,

I have a conflicting meeting in Worcester on the 20th and unable to attend the Building Committee meeting. However, we still should be able to move forward with the two frontiers for the GC grant.

Please review what's below and 'reply all' with any questions or comment. If we're all understanding the next steps, my presence at the meeting should not be necessary anyway. Many thanks -
Bill

Next steps:

1) Abacus will draw up a contract (with the Town) to do the design and bidding spec work for the HVAC. Parameters can be found in the OATA contract and the Green Communities grant award docs. DOER expects that this contract will originate from the vendor (Abacus) using vendor's contract forms.

Should the recommendations coming out of this work - (sizing the system, for example) - differ slightly from the Guardian Energy proposal, I need to communicate those differences to DOER to make sure we're in compliance with the grant requirements, or seek permission to alter the grant language.

2) Ensure that David and Mary understand how to navigate the process for identifying and procuring additional utility incentives. I'm willing to assist if needed. Someone has to go through the list of fixtures and equipment for which NGrid will offer rebates and select those that make sense.

Bill McHenry
Town of Mendon
Affordable Housing Coordinator
Green Communities Manager
ph: 508-970-4932
cell: 508-259-3165

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No trees were harmed by the generation of this email but several electrons were inconvenienced. However, please consider the environment before printing this e-mail.

David and Mary stated that they had everything they needed from Bill to proceed and that they would do so. National Grid rebates will be pursued after we are able to get the contract from Abacus to the town to secure the \$6K design and bid grant.

V. 50% Design Review and Updated Cost Estimate

David shared his updated 50% design plan cost estimate with the Committee. As of the meeting the new estimate showed a ~\$385K deficit versus available funding. This deficit does not include money for shelving, computers or extra furniture. David felt that modifications to the plans could be made to reduce this deficit to ~\$300K, but that we would need to make significant changes to save additional money.

The elevator poses another possible cost saving opportunity, potentially investigating a hydraulic one or a lift. David and Mary will pursue options that are available and will get back to the Committee on this. David will also contact the MAAB about what would be needed to gain a variance to ensure that ADA accessibility compliance is met with any new elevator solution.

ACTION: David will contact MAAB to see what options might be available to maintain ADA accessibility compliance and save money at the same time.

David also warned the committee that the water table is high and that Fred Lapham has proposed adding drains and sump pumps to the plans to address the issue. This could add additional cost to the estimate.

Paul asked the Committee if we wanted to try to “nickel and dime” our way to meet the budget or if we should consider reducing the square footage. He asked if we might consider only finishing the upper floor and leaving the lower level to the future. David stated that there aren’t a lot of savings in the lower level and that he doesn’t recommend this at this time.

At this point in the meeting (7:36pm) Jay Washburn departed.

Paul asked how donated materials would work, and Mary responded that any supplies that get donated need to be supplied up front with a contract to protect the Town in case the donations don’t materialize. We could pursue this but we would need to do so quickly.

When asked about savings in the siding David said he could look into stucco over insulation instead of cement planks to see what this might save.

ACTION: David to check into what savings may be available from a different type of siding on the building.

Amy updated the group about fund raising efforts planned by the Friends of the Taft Public Library. She has drafted a letter to solicit donations in exchange for having one’s name on a plaque inside the library. She agreed to share the draft with members of the Committee to prepare it as a flyer for the Town Crier. She will contact Michelle Sanford to align on the deadlines to get a flyer in a December issue of the Crier. David agreed to add some verbiage to the photos that he supplied for Amy to use in any future fund raising campaigns.

ACTION: Amy will complete draft of fund raising flyer and share with others to get it ready for a December issue of the Town Crier.

Andrew and Mary agreed to meet with Kim Newman to determine if the town would be able to provide additional funds to help narrow the gap between the available funds and the latest cost estimate. They’ll ask if she believes it is appropriate to ask the voters for some additional funds.

ACTION: Mary and Andrew will meet with Kim Newman to get an understanding if additional funds might be available from the Town.

Amy agreed to contact Home Depot to ask if they might be able to provide materials such as flooring, siding, dry wall, etc. at cost to the project. Mary and Andrew are still trying to obtain shelving from the Boston Public Library.

ACTION: Amy will contact Home Depot to inquire about getting materials at cost.

VI. Plans for Septic System Leach Field Repairs

Mary reported that Fred Lapham believes that he can get the Board of Health to approve of getting the leach field repaired. He has the original plans to use for this request.

VII. Status of Well Water System Improvements to Bring Up to Code

Mary stated that Darling Well completed the improvements, and that the only thing left will be to test the water prior to getting an occupancy permit.

VIII. Oil Tank Removal Update

Mary has received a couple of bids for this work. There are three tanks, one of which supports the rectory. Mary will ask Kim Newman how to handle the removal of the three tanks since the rectory is not part of this project.

ACTION: Mary will contact Kim Newman about how to proceed with oil tank removal for the rectory.

IX. Financial Update

Update on Alternative Funding Sources:

No update on the \$50K in energy efficiency improvements, but it is believed that the Town has what it needs to recoup these funds.

Budget Review:

The budget was reviewed earlier in the meeting.

Invoice Approvals:

Joe informed the Committee that an invoice from LPA was received (#1318-1410) for \$1200 to cover October OPM services.

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve payment of \$1200 to LPA for October OPM services.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations – None

X. Thank You Letters for Dumpster Donations

Joe asked Paul if he wanted a letter for his donations and he said no. Kevin agreed to draft a thank you letter to Republic Services for their dumpster donations.

ACTION: Kevin will draft a thank you letter to Republic Services for their dumpster donations.

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

Due to the time this item was postponed until the next meeting.

XII. Items not reasonably anticipated 48 hours prior to meeting

Moritz asked if snow plowing was all set for the winter. Joe replied that the Town now owned the building so that it would be taken care of.

XIII. Next Meeting Date, Time and Agenda

The next meeting will be held on December 4, 2014 at 7pm at the Taft Public Library. Agenda topics will include an update on the budget deficit from David (elevator, siding, other items), an update from Amy on fund raising and Home Depot materials at cost, and the meeting that Andrew and Mary have with Kim Newman, along with other standard topics.

XIV. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:51 p.m.

Minutes by Don Morin

Approved December 15, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, December 4, 2014
7:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid

Others Present:

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

I. Call to Order

The meeting was called to order by Moritz Schmid at 7:00 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 – November 20, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Don Morin, to approve the meeting minutes from November 20, 2014.

DISCUSSION: None.

VOTED: Unanimous. Dan Labastie abstained as he was not present at the meeting on 11/20/14.

IV. Follow-up Discussion on 50% Design Review and Updated Cost Estimate

The Committee reviewed the budget summary prepared by Don to understand those areas of the cost estimate that were modified since our last meeting on November 20th. Overall the cost estimate was reduced by ~\$180K, leaving a shortfall of ~\$165K (excluding the cost of shelving). Paul mentioned that he believes that he can obtain donated flooring (tile and carpeting) for the project. He has a contact at Shaw Industries who he believes can provide the materials, and he is also working on getting the labor donated as well. Moritz stated that he can also help with getting VCT (vinyl composition tile). Paul asked Mary if he could get a copy of the drawings to provide to his contact to be sure he can obtain enough flooring material. Paul will also inquire about getting mechanical and lighting donations as well.

Given the possibility that Paul and/or Moritz can obtain some materials for the project, it's not clear how much of a funding deficit we really are facing. Everyone

on the Committee wasn't fully aware of all the items that were removed to get the cost estimate to where it is currently so Don agreed to summarize all the reductions by category and will share it with the full Committee so that everyone can review it and ask any questions that they may have. We will also use this list to approve and reject each item so that we have a track record of each item that is removed to get our budget in order.

ACTION: Don will summarize all the reductions in the cost estimate so that the Committee can determine whether to approve or reject each item at our next meeting.

Moritz asked if it would be possible to go out to bid with just the amount of funding we have available and then do more work later when additional funding might become available. Mary stated that she could talk with David Eisen about what things could be performed later as add alternates, e.g. siding. The Committee could treat them as additional items should funding become available. If funding isn't available, they could be performed if/when it does.

ACTION: Mary will check with David Eisen to list those items that could be performed at a later date if funding isn't available to do the work early in the project.

Paul asked what it would take to allow for volunteers to perform work once we have a general contractor in place. Mary said she would talk with David Eisen about this. She had discussions with him in the past about this as we knew we needed to understand this in order to utilize BVT resources in the future.

ACTION: Mary will check with David Eisen to determine what work if any can be performed with volunteers once a general contractor is hired.

Andrew mentioned that an ample amount of shelving is available from the Boston Public Library. All of it is six feet tall, but some of it could be cut down for the children's section, perhaps by BVT if we ask them to. We could also ask BVT if they could paint them and add some finishing touches to make them more suitable for children. Mary mentioned that shelving is also available from Holyoke Community College and the University of Massachusetts but not nearly as much as what is available at the Boston Public Library. It was asked what other types of furniture might be needed that isn't currently comprehended in the cost estimate. Mary will ask David for this. With regards to the donated shelving, Mary stated that she will obtain a quote from Sterling Movers to move it to the rectory.

ACTION: Mary will ask David Eisen to create a list of furniture that might be needed so members can potentially solicit donations.

ACTION: Mary will obtain a quote for moving shelving to the rectory for storage until it can be installed.

V. Financial Update

Fund Raising including flyers soliciting donations:

Amy did a wonderful job of putting together flyers to be used to solicit donations from the public. Moritz asked if she could add the quantity available for each item on the flyer for residents to review. He also suggested that a picture be placed on the front page of the flyer to grab the reader's attention. It was also asked how items that are taken on the list will be tracked so residents will know what items are left. It was suggested that this be tracked on the library website for anyone to see if possible. It was also suggested that we share the budget on the website as well, but not until after we put the project out to bid.

Now that David Eisen added a lot of information to the flyer, Amy will try to shorten it so that it will fit on a single page. Kevin suggested using an 11x17 size paper to show multiple sheets on a single sheet of paper. Susan asked if we should establish a deadline for soliciting donations. After discussion the Committee agreed that the flyer should be distributed in January with a deadline of May 1st so that donations are understood prior to the annual town meeting, just in case additional funding is requested then. Susan suggested that we consider sharing the information regarding soliciting donations via the Milford Daily News and WMRC radio in addition to the Town Crier.

Budget Review: The budget was reviewed earlier in the meeting.

Invoice Approvals: None

Chair/OPM Spending Authorizations: None

VI. Oil Tank Removal Update

Mary reported that she has a quote to remove all three oil tanks as we need to remove the two for the church and it appears that the one for the rectory may be leaking. The Committee agreed that we should remove all three and let the Board of Selectmen know about the third one since the rectory isn't the Committee's responsibility. However, since the tank is showing signs of leaking it needs to be removed.

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

David – Contact MAAB to see what options might be available to maintain ADA accessibility compliance and save money at the same time.

- Mary reported that a lift would not be allowed but that a hydraulic elevator will save a good amount of money and is the preferred way to go.

David – Check into what savings may be available from a different type of siding on the building.

- A different type of siding (EIFS) is being proposed to reduce the cost of the project.

Amy – Complete draft of fund raising flyer and share with others to get it ready for a December issue of the Town Crier.

- The flyer was reviewed earlier in the meeting agenda.

Mary and Andrew – Meet with Kim Newman to get an understanding if additional funds might be available from the Town.

- Mary and Andrew met with Kim and informed the Committee that she is excited about the library project and is willing to go to Town Meeting to request additional funds if necessary. However, she also mentioned that she also wants to pursue completing the police station and may want to tie the two funding requests together.

Amy – Contact Home Depot to inquire about getting materials at cost.

- Amy reported that an online application for donations is available but she also contacted the local branch in Bellingham and someone there suggested that we just submit a letter on library letterhead asking for materials to be donated.

Mary – Contact Kim Newman about how to proceed with oil tank removal for the rectory.

- As mentioned above the Committee agreed to remove the oil tank for the rectory and to inform the Selectmen about it since it's not within the scope of the library project.

Kevin – Draft a thank you letter to Republic Services for their dumpster donations.

- Kevin stated that he has drafted a letter and will deliver it next Monday when he sees a representative of the company.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Andrew reported that the Regional School District has contacted him to offer some PC's to the library. Don offered to help Andrew determine what types of PC's the Regional District may have and then determine what to request.

ACTION: Don to assist Andrew with understanding what types and quantity of PC's are available from the Regional School District and to obtain whatever makes sense for the existing and future library. He'll also inquire about what will happen with the PC's that aren't taken by the library.

IX. Next Meeting Date, Time and Agenda

The next meeting will be held whenever David Eisen is available. Mary will contact David to find out if he is available on the 11th, 16th, 17th or 18th. She also asked if the Committee could move the start time to 6pm to better accommodate David since he has to come from Boston for the meeting. The Committee will send Mary questions about the list of items that have been removed for cost reduction as well as other items that we may want to reduce for discussion with David. Mary will also bring the list of items that can be considered "add alternates" for the Committee to review.

It was also asked when David needs to be finished to go out to bid, i.e. we're at 50% designs now...when is the design ready for putting out to bid?

Paul asked if the Cost Estimator can keep track of the changes that are made for each revision so that they can be tracked. Mary will check with David on this.

ACTION: Committee to send questions about cost estimate items to Mary ahead of the next meeting. She will also ask David to create a list of “add alternates” that can be pursued later if funding isn’t available, and will ask if the Cost Estimator’s changes can be tracked. We will discuss when David will be ready to go out to bid at the next meeting.

X. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:15 p.m.

Minutes by Don Morin

Approved January 6, 2015

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, December 16, 2014
6:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid.
Paul Fitzgerald arrived at 6:55pm.

Others Present:

David Eisen, Architect, Abacus Architects & Planner
Mary Bulso, OPM, Lamoureux-Pagano Associates
Andrew Jenrich, Library Director, Taft Public Library

I. Call to Order

The meeting was called to order by Moritz Schmid at 6:20 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – December 4, 2014

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the meeting minutes from December 4, 2014.

DISCUSSION: Moritz mentioned that Paul Fitzgerald not only stated that he could get flooring materials donated, but that he was also looking to get the labor donated as well. Don will add that to the minutes.

VOTED: Unanimous as amended.

IV. Follow-up Discussion on 50% Design Review and Updated Cost Estimate

David Eisen explained to the Committee that the latest estimate had been reduced by another ~\$83K consisting mainly of the elevator (down from \$147.5K to \$100K) and a correction to the number used for the resilient flooring (\$15.7K math error correction) plus the 10% general requirements mark-up, the 13% overhead and profit mark-up, the 5% contingency and the 1.5% bond and insurance mark-up.

As the group reviewed the updated cost estimate Moritz asked if changes to the drawings could be tracked. David stated that they would be tracked, but not until we approve the 100% plans. Once we do that, we'll track any modifications that the Committee approves.

Paul asked about the need for a moisture barrier in the lower level and what impact it may have on the carpeting that he is getting donated. Mary stated that the current plans are to seal the concrete on the lower level, and that the type of carpeting that we select for the lower level will depend on the moisture situation. The hope is to control the moisture via mitigation outside the building. We will need to perform testing after the mitigation is implemented to see how much of a concern remains prior to installing flooring in the lower level.

ACTION: Paul will talk with his carpeting contact to understand what options are available for carpeting that could be used in the lower level where moisture could be a concern. He will also introduce his contact to Mary so they can discuss carpeting options for the project. Mary will take carpeting samples that Paul brought to the meeting with her and will work with David and Paul Puciata to discuss what to select.

ACTION: David will talk with his experts to determine how confident they are that moisture mitigation plans will address the problems in the lower level, allowing carpeting to be installed.

The group looked into possible ways of reducing the ~\$80K gap between available funding and the latest cost estimate. Paul is working to get carpeting donated (\$15,782 budgeted) and Moritz will get VCT donated (\$2061 budgeted). The Committee discussed other options such as painting and looking to use the Worcester County Sheriff's Office volunteers. After some discussion the group felt that this was one area where professionals should be used, especially upstairs. Mary thought that it wouldn't be a problem to get the Sheriff's Office volunteers to help paint the lower level in the fall of 2015. Mary also suggested that we approach BVT to inquire about building the circulation desk and back counter. These are budgeted at \$6671 and \$2329 respectively. David stated that he could provide designs for these items and Mary said she could contact BVT about their availability to perform this work.

ACTION: David to work with Mary on a plan to determine if BVT can provide finish carpentry work like building the circulation desk and/or back counter.

With regards to the items that were removed from the cost estimate to narrow the gap, the Committee felt that everything was okay with the exception of the skylights and the tempered glass. David was asked to restore the skylights and make the tempered glass an "add alternate". David will also look into less expensive tempered glass options.

ACTION: David will look into what options exist for more affordable tempered glass.

Since the group was comfortable that the budget gap was manageable, it requested that David proceed forward with the 100% design, MEP, architectural and civil plans. David thought he could have these by the end of January. These plans will include those items that will be owner provided, such as the flooring.

Susan asked what type of schedule this would lead to and David suggested that in the "best case" we would have 100% plans at the end of January to go out to bid, we

could then receive bids at the end of February, and we could have a contract signed with a General Contractor at the end of March. It will likely take a little longer than this, but this is something we can shoot for at this time. When asked about construction duration, David thought it would take about six to eight months. A subset of the Committee (Paul, Susan, and Andrew) agreed to meet earlier in January with David to review the latest designs and to understand how the library would function. The group will also discuss what items are not in the budget that will be needed to get the library ready for use, such as furniture items.

ACTION: David to set up meeting with Andrew, Susan and Paul to review the latest plans and ensure functionality is clearly understood. They will also begin to compile a list of furniture that is not currently included in the cost estimate.

Andrew informed the Committee that he is still working with the Boston Public Library on obtaining used shelving. Enough is available for the entire project but he has not received a commitment that we will get it yet. Mary agreed to contact the moving company who she will use to pick up the shelving and bring to the work site to see if they can help find out the status of the availability of the shelving. This company will be hired to disassemble, move and educate on how to reassemble the shelving.

At this time (~7:45pm) David Eisen left the meeting.

V. Financial Update

Fund Raising including flyers soliciting donations:

Amy stated that the flyers will be targeted for the January 19th issue of the Town Crier, and Susan stated that she intends to write a letter to the editor for that same issue. Andrew also stated that he informed the Town Administrator Kim Newman of the naming rights flyer and she told Andrew that she would discuss this with the Board of Selectmen to gain approval and to determine how to proceed. The Committee agreed that the item for naming rights of the library itself should be removed from the flyer.

Amy also explained that so far the following donations have been received: \$10K Kevin Rudden Challenge Fund and \$7K via Friends of Taft Public Library from the former regional library account. Several other fund raising efforts have resulted from things like the gingerbread house sale (~\$366) and the Mendon house tour (~\$1470).

Budget Review: The budget was reviewed earlier in the meeting.

Invoice Approvals:

The Committee received an invoice from LPA for OPM services.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the payment of \$960 to LPA for OPM services for the month of November.

DISCUSSION: None.

VOTED: Unanimous.

The Committee received an invoice from Bill Slavin Oil Burner Service, Inc. for oil burner removal services.

MOTION: A motion was made by Chuck Noel, seconded by Dan Labastie, to approve the payment of \$1300 to Bill Slavin Oil Burner Service, Inc. for the removal of two 275 gallon oil tanks that supplied the former church (\$805) and the removal of one 275 gallon oil tank that supplied the former rectory (\$495).

DISCUSSION: None.

VOTED: Unanimous.

The Committee received an invoice from Abacus Architects & Planners for design services.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the payment of \$34,450 to Abacus Architects and Planners for the completion of the design development phase and 50% completion of the construction documents phase of the project.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations: None

VI. Oil Tank Removal Update

The Committee approved payment for the removal of the oil tanks (see above) as all three tanks were removed without incident.

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

Amy – Contact Home Depot to inquire about getting materials at cost or donated.

- Amy reported last time that Home Depot would consider donating items to the project. She asked what types of donations the Committee should request, and it was suggested that she ask about plumbing items like toilets, sinks, fixtures, and hand dryers, as well as pavers. Amy will follow back up with the local store and will plan a site visit to discuss donations.

Kevin – Draft a thank you letter to Republic Services for their dumpster donations.

- Kevin stated at the last meeting that he had drafted a letter and was going to deliver it last week when he was going to see a representative of the company. Kevin wasn't able to make it to this meeting so we aren't sure if this happened.

Don – Summarize all reductions in the cost estimate so that the Committee can determine whether to approve or reject each item at our next meeting.

- Don did this and the Committee reviewed and approved all the changes with the exception of the skylights and tempered glass as mentioned above.

Mary – Check with David Eisen to list those items that could be performed at a later date if funding isn't available to do the work early in the project.

- The team began to discuss which items could be performed later in the project if funding isn't available, and will continue to do so as 100% designs are created.

Mary – Check with David Eisen to determine what work if any can be performed with volunteers once a general contractor is hired.

- This item will be revisited once a General Contractor is hired and all “add alternates” are understood.

Mary – Ask David Eisen to create a list of furniture that might be needed so members can potentially solicit donations.

- David will meet with a few members of the Committee to review current plans and discuss items that will be needed to support the new building

Mary – Obtain a quote for moving shelving to the rectory for storage until it can be installed.

- Mary and Andrew are still working with the Boston Public Library to obtain donated shelving that can be moved to the site for future use in the new building.

Don – Assist Andrew with understanding what types and quantity of PC's are available from the Regional School District and to obtain whatever makes sense for the existing and future library. He'll also inquire about what will happen with the PC's that aren't taken by the library.

- Don reported that he hadn't made contact with the Regional School District yet but that he would do so and then report back at the next meeting.

Committee – Send questions about cost estimate items to Mary ahead of the next meeting. She will also ask David to create a list of “add alternates” that can be pursued later if funding isn't available, and will ask if the Cost Estimator's changes can be tracked. We will discuss when David will be ready to go out to bid at the next meeting.

- The Committee brought their items to the meeting and reviewed them with David.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Don reported that Joe Cronin had contacted him about resigning from the Committee due to work requirements making it hard for him to commit to this volunteer activity. He also explained that he has reached out to Jay Washburn about his status but has not been able to connect with him.

Andrew asked when we should expect to open the new library given the current schedule and it was agreed that our current schedule has us on track for an opening in the January, 2016 timeframe.

IX. Next Meeting Date, Time and Agenda

The next meeting will be held on January 6th at 7pm. Agenda will focus on finalizing the plans for a flyer in the Town Crier to solicit donations from the public to help fund the project.

X. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:10 p.m.

Minutes by Don Morin