

TO: Mendon Select Board
FROM: Amy Fahey, Chair
Taft Library Board of Trustees
RE: Signature of Design Contract for Library/Rectory Feasibility Study
DATE: April 16, 2020

This letter is meant to give some background helpful info on this agenda item to the Select Board.

In early 2019, Representative Brian Murray had not received any requests from Mendon for FY 2020 earmark funds. As his deadline approached, he asked Andrew Jenrich if the library had plans for the rectory. Andrew explained that it was town property and not part of library operations, but that his understanding was that the town had no plans (or funding) for it. Brian told him he planned to put in a request for funding for a feasibility study on options for the rectory, which would include potential use by the library. He noted that although Mendon may not have any plans for the building in the near future, a feasibility study must be done before moving forward anyway. Ultimately, the amount of \$25,000 was approved and earmarked by the Massachusetts Board of Library Commissioners (MBLC).

In late November, the Town was notified of the award. Since the funds were earmarked by the MBLC, the contract to accept the terms of the funding was signed by me and Andrew, as is common procedure with this type of funding by the MBLC. The money was released in early January and had to be spent by the end of June 2020.

Given that we had six months to issue an RFQ, hire an architect, have the study done and pay for it, the Trustees confirmed with Kim Newman in December that we would handle the process with Town Counsel. Our aim was to include potential community uses by all town residents.

On 3/18, we issued the RFQ for Designer Services for Taft Library / Old Rectory Feasibility Study, along with a draft contract, with the help of Cindy Amara. We included these options for consideration in the RFQ:

Option 1: Demolish and Build New Building

Demolish the old rectory and build a one-story multipurpose building to accommodate at least 75 people and include a meeting room, space for programming, maker space, kitchenette, FOL book sales, FOL book storage and public events. The building would be available for use by the Library, the Town and its residents.

Option 2: Demolish and Build a Pavilion

Demolish the old rectory and build an outdoor pavilion to accommodate at least 75 people for programming, FOL book sales and public events. The building would be available for use by the Library, the Town and its residents.

Option 3: Demolish and Landscape

Demolish the old rectory and landscape the space to accommodate some outdoor programming such as the Summer Reading Program and FOL book sales.

SCOPE OF SERVICES

Upon Receipt of a Notice to Proceed, the designer's services shall include but are not limited to the following for each of the three options described above, where applicable:

Provide preliminary schematic design drawings focusing on site plan, building plans fitted to the site, furnishing plans, interior layout, exterior elevations, materials and preliminary building systems, where applicable. The Library would like to incorporate sustainable features, such as solar panels, where feasible. Provide a total cost estimate that includes all project costs related to the demolition of the old rectory, design and construction of a new building (i.e. construction cost estimate, furniture/equipment, project management, fees and contingencies).

The Successful Responder shall attend a pre-development meeting and address points of clarification regarding the Project.

The Successful Responder shall prepare and submit three (3) sets of Schematic Design Documents, Preliminary Specifications, and Schematic cost estimate. Components shall include a. Site plans b. Floor plans, building circulation c. Exterior elevations, rendering and color palette d. Critical building sections and details e. Relevant right of way information such as easements, building setbacks etc. f. Location of utilities and sizes.

We issued the RFQ to four architects:

- Abacus Architects + Planners (did library renovation)
- DRA Architects
- BKA Architects
- saam architecture

On 4/1, we received responses from Abacus and BKA.

On 4/8, the Trustees submitted their individual evaluations and voted unanimously to hire the most highly rated firm, Abacus.

On 4/22, we plan to have a kickoff meeting with Abacus which, of course, the public is welcome to join. We will post the agenda for that Zoom meeting by the end of the day on Monday, 4/20.

CHAPTER 90 – PROJECT REQUEST

8/2012

updated

*2 Original Signed Project Request Forms are to be submitted.

CONTRACT

50882

Classification: _____ FY 20 Allocation \$276,521.00

Primary Road: _____ FY 21 Allocation \$275,653.00

Local Road: XXX

City/Town: Mendon

Location(s): Blueberry Drive, Butler Road Intersection, Cranberry Court, HAW, Nelson Court & Vincent Road

Length: _____ feet Width: _____ feet

PROJECT TYPE

Construction: Resurfacing: Engineering: Equipment:

Other: _____

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface:	<u>Type I</u>
Base Course:	<u>Type I</u>
Foundation:	<u>Gravel</u>
Shoulders/Sidewalks:	<u>Grass / Sidewalk</u>

SCOPE OF WORK:

<u>Shimming and double stone seal.</u>
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WORK TO BE DONE:

Force Account: Advertised Contract: Other: _____

Estimated Cost (Please attach estimate and list funding source(s)): \$ 252,580.45

****These funds will pay 100% of Local Road Project costs to the limit of this assignment****

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We hereby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:
Signed: _____ State Aid Engineer Date
Road Classification Verified: _____
Approved for \$ _____ @ 100%
_____ District Highway Director _____ Date

Signed:
<u>Alan D. Johnson</u> _____ Highway Surveyor 4-9-2020 Highway Official's Title Date

Accounting Official's Title Date

Date Duly Authorized Municipal Officials



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town Mendon MassDOT Highway District # 3

Proposed Work:
 Construction _____ Resurfacing _____ XXX Improvement _____ Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes _____ No X
 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes _____ No X
 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes _____ No X
 4. Will more than 300 ft. of stone wall be removed or altered? Yes _____ No X
 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes _____ No X
 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
 If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes _____ No _____
 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
 If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes _____ No X
 8. Have all necessary takings, easements, rights of entry, etc. been completed?
 If a county Hearing is required, it must be held prior to starting work. Yes _____ No X
 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated?* Yes X No _____
 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? *
 If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes _____ No X
 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes _____ No X
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	<i>Highway Supervisor</i> Highway or Conservation Officer's Title
	<i>Cloud T. Stewart</i> Signatures
Signatures	Signatures
Date	Date <u>4-9-2020</u>

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
 This form should accompany the Project Request Form.

Hi Laura,

I would like the Select Board to appoint David Restic to the Board of Registrars with a term ending 3/31/2023. I will call in on Tuesday's meeting if the Board has questions.

Be well and thank you!

Ellen Agro

Mendon Town Clerk

20 Main St

Mendon, MA 01756

(508) 473-1085

eagro@mendonma.gov

Hi Eric,

I brought to Kim Newman's attention that the senior center recently began receiving memorial donations in memory of Sharon Cutler, a former Selectperson, who passed away late last month. Her family apparently chose to designate the Mendon Senior Center for donations to a building fund. We were not aware of this until we began receiving checks nor do we have an account established for such a purpose. Could we set up such a fund? Kim was unsure about this and suggested we check with you. Note – we do have a COA gift account for donations given for general purposes.

Thank you,

Amy

Amy Wilson Kent
Senior Services Director
Mendon Senior Center
62 Providence St.
Mendon, MA 01756
Phone: 508-478-6175
Fax: 508-473-7036

Chapter 53 regarding State and Local Taxes

- The “Chief Executive Officer” of a city or town, or a district, may:
 - Extend the due date for real estate and personal property taxes, to a date not later than June 1, 2020
 - Extend the date an application for exemption of taxes is due from April 1 to a date not later than June 1, 2020
 - Waive the payment of interest and other penalty for late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 where payment is made after its respective due date but before June 30, 2020.
 - In the event of late payment of any excise, tax, betterment assessment or apportionment, water rate, annual sewer use, or other charge added to a tax for any payments with a due date on or after March 10, 2020., so long as paid before June 30, 2020.

However, you may not terminate any essential services (such as water service, trash collection or electricity) due to a resident’s failure to pay these taxes or fees, if nonpayment resulted from a “demonstrated inability to pay” due to the COVID-19 outbreak or the Governor’s declaration of a State of Emergency if paid on or before June 30, 2020. This “inability to pay” shall include demonstrated financial hardship of a resident, which may include, but is not limited to, events such as loss of employment or serious illness or death of someone within