

Approved March 3, 2015

Taft Library Building Committee Meeting
Mendon Upper Town Hall
Mendon, MA 01756
Thursday, February 12, 2015
7:00 p.m.

Committee Members Present:

Susan Darnell, Paul Fitzgerald, Don Morin, Chuck Noel. Kevin Rudden (arrived at 7:30pm).

Others Present:

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

I. Call to Order

The meeting was called to order by Don Morin at 7:00 p.m. A quorum wasn't yet available, but Kevin Rudden was due to arrive soon so the group would postpone any decisions until a quorum was reached.

II. Review/Approve Final Design Drawings and Discuss Next Steps to Request Bids

David Eisen walked the group through the final design drawings. He began the discussion by stating that the Town would get a building without any shelving or furniture at the end of the project. During the review many items were highlighted and actions were taken. They included the following.

The lower level of the building will have sealed concrete. Paul stated that ultimately it would be carpeted, using the donated materials and labor that he has arranged. The carpeting won't be part of the bid documents.

The structural engineering review has not yet been completed. David hopes to get final approval from the structural engineer in the next two weeks.

The plans included returning the upper level ceiling to the owner, but the Committee decided that this was not necessary.

The condenser units that rest on the south side of the building are currently shown as being set on a concrete pad. Paul asked if preformed fiberglass pads could be considered instead.

David explained how the book drop would work, using a portable collection cart.

ACTION: David will send the book drop specifications to the Committee to review.

ACTION: David would like to review the lighting details with the Committee at the next meeting.

David and Mary didn't recommend that BVT build the circulation desk, but instead thought they could build the counters instead. Mary said that BVT could support this in the fall, but that a request needed to be submitted on their website by a member town.

ACTION: Committee needs to fill out the request form on BVT's website to request support to build counters for the new library. Don will talk with Moritz and Joe about submitting this request.

ACTION: David will verify that at least one PC station is ADA accessible.

ACTION: David will check the location and quantity of thermostatic controls for the new building.

ACTION: David will check the location and quantity of sill cocks on the new building.

ACTION: Mary will contact Tim Watson to determine if the existing water supply will be sufficient for the new library.

The team reviewed the exterior lighting in the parking lot and agreed that the lights should remain behind the rectory, even though the rectory is not in scope for the project. It was felt that since parking will be available behind the rectory it should be lit at night.

In the lower level the plans call for leaving some existing fluorescent light fixtures. Mary suggested looking into getting rebates that could help upgrade these fixtures.

ACTION: Committee will look into getting rebates to help upgrade fluorescent light fixtures on the lower level.

David explained that the information he received regarding getting an elevator for \$100K was misleading. Since the elevator is subject to a public bid, the company the verbally stated they could supply one for \$100K doesn't participate as a sub-bidder for public bid projects. This may cause our budget gap to increase by \$100K more than previously thought.

With regards to the next steps, David explained that the Committee would need to submit a public notice for the general contractor (GC) and all sub-contractor bids. He suggested that the bids be posted via Bid Docs online. The documents would list those items that will be owner supplied. The GC would select the subcontractors to use on the project.

David also asked if we could check with the Town to get their response to his request for answers to a front-end check list that he and Mary submitted to Kim Newman on behalf of his spec writer.

ACTION: Mary will follow up with Kim Newman to inquire about the status of the front-end checklist for Abacus' spec writer.

David suggested that we meet again in two weeks when he hopes to have all his plans completed. In the meantime, Don asked if the documents that were reviewed tonight could be made available to the Committee to review offline.

ACTION: David will post the design documents to Dropbox for the Committee to review offline prior to the next meeting.

At this time David left the meeting.

After David's departure, the Committee suggested that we check with David to determine what type of computer networking will exist in the plans. Will there be both a hard wired and wireless network?

ACTION: Committee to inquire about the networking capability that will exist in the new building.

III. Financial Update

Fund Raising – update on flyers soliciting donations:

Susan explained that the fund raising efforts had brought in ~\$30K to date.

Budget Review:

Susan asked if the Town had everything it needed to secure the \$50K from the state.

ACTION: Don will talk with Moritz and Joe about contacting the Mendon Town Administrator to ensure she has everything for the Town to secure the \$50K for the project that was included in the fiscal 2015 budget.

Invoice Approvals:

Don informed the Committee that an invoice was received from Sterling Corporation to cover the cost of dis-assembling and moving the shelving from the Boston Public Library to Mendon in the amount of \$16,378.04.

MOTION: A motion was made by Kevin Rudden, seconded by Susan Darnell to approve payment of \$16,378.04 to Sterling Corporation for the disassembly and movement of shelving from the Boston Public Library to Mendon.

DISCUSSION: Kevin thought the cost was steep, but since it's saving the project over \$100K, he felt that the money was well spent.

VOTED: Unanimous

Don informed the Committee that an invoice was received from LPA for OPM services for December and January in the amount of \$2160.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$2160 to LPA for OPM services for December and January.

DISCUSSION: None

VOTED: Unanimous

Mary asked if we had received a bill from Abacus to cover the hazardous material monitoring and air sampling services supplied by UEC. Don stated that he had not received it.

ACTION: Mary to send invoice from Abacus to cover hazardous material monitoring and air sampling services supplied by UEC.

Chair/OPM Spending Authorizations: None

IV. Approval of Meeting Minutes – January 6, 2015

MOTION: A motion was made by Kevin Rudden, seconded by Susan Darnell, to approve the meeting minutes from January 6, 2015.

DISCUSSION: None.

VOTED: Unanimous.

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

This item was not reviewed.

VI. Items not reasonably anticipated 48 hours prior to meeting

None.

VII. Next Meeting Date, Time and Agenda

The next meeting will be held on March 3rd or March 5th. Don will ask the Committee which works better in order for a quorum to be reached. Meeting will be used to review and approve the final designs prior to sending them out to bid.

VIII. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 9:22 p.m.

Minutes by Don Morin