

APPROVED 2/13/2013

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

Committee Members Present:

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

Others Present:

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

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

I. Call to Order

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

II. Approval of Agenda

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

VOTED: Unanimous.

III. Approval of Minutes

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

VOTED: Unanimous.

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

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

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

IV. Review of Previous Action Items

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

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

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

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

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

V. Review of Architect's MEP (Mechanical, Electrical, Plumbing) Study

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

VI. List of “issues” to be tracked

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

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

VII. New Business / Open Issues

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

VIII. Review of Project Manager Request for Qualifications

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

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

IX. NEXT MEETING

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

X. ADJOURNMENT

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

VOTED: Unanimous.

Meeting adjourned at 8:02 p.m.

Minutes by Don Morin