

Approved March 27, 2013

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

Committee Members Present:

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

Others Present:

Mike Ammendolia, Board of Selectmen

I. Call to Order

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

II. Approval of Agenda

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

VOTED: Unanimous.

III. Approval of Minutes

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

VOTED: Unanimous.

IV. Review Decision Action Log

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. BVT Update

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

VII. Online Ethics Training Reminder

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

VIII. New Business / Open Issues

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

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

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

IX. NEXT MEETING

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

X. ADJOURNMENT

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

Meeting adjourned at 8:38 p.m.

Minutes by Don Morin