

APPROVED 2/27/2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, February 13, 2013
7:00 p.m.

Committee Members Present:

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

Others Present:

Andrew Jenrich, Library Director; Mike Ammendolia, Board of Selectmen

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 Don Morin, 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 Don Morin, to approve the meeting minutes from January 30, 2013. No further discussion.

VOTED: Unanimous.

Don agreed send the minutes to Andrew to get them posted to the Taft Public Library website.

IV. New Town Emails

Joe asked if everyone has tried out their new town email accounts yet. Not everyone has done so. Joe asked that all do so prior to the next meeting so we can start using them for all correspondences in the future.

ACTION: Building Committee members to log into new town supplied email accounts to set them up for future use for all correspondence.

V. Review of Previous Action Items

- a. Name of Boy Scout provided to Andrew for snowfall < 3 inches – Kevin Rudden stated that he has a few Boy Scouts who are looking for service hours who will take care of snow when we get less than 3”. If we get more than 3”, Tim Hoar takes care of it.
- b. Mass Building Code requirements going from church to library – Moritz Schmid reported that he hasn’t found any issues with the building being code A3 (previously A4), but he needs more time to look into some things further, such as the need for sprinklers.
- c. Natural Gas update from NStar –Paul Fitzgerald stated that Marjorie McDonald from NStar called him earlier today and left a message. He will return her call to determine if she has a proposal for the Committee to review. Kevin Rudden mentioned that he counted 20 houses between the Clough School and the former St. Michael’s Church as potential future natural gas customers.

VI. Review Decision Action Log

Don read off the items on the Decision/Action Log to the group. Moritz suggested that we make the document one sheet (instead of two) and to add a status column to determine which items are still open and which are closed. Don asked if the log should be posted, and it was agreed that it should be posted with the approved minutes after each meeting.

ACTION: Post Decision Action Log to website. – Don

VII. Review of Sample Owner’s Project Manager Request for Qualifications

The group reviewed the sample document used by the Town or Marshfield for a Fire Station project that was provided by Amy Fahey. Many suggested changes were made by the group, such as adding the dollar amount for the OPM work, changing verbiage from “firm” to “individual/firm” where appropriate, adding more attention to safety at the work site and ensuring that I9 forms are in order. Also, reference a pre-meeting at the work site and references to the current library website for existing reports.

ACTION: Joe will incorporate the changes suggested and will update the document to reflect the new Taft Public Library project. Once completed, he will send the updated version to the entire Committee.

ACTION: Once the Committee receives the updated version, individuals should send any additional inputs directly to Don. Don will compile the suggestions for review at the Feb. 27th meeting.

VIII. New Business / Open Issues

Kevin mentioned that the Taft Library Trustees were not receiving meeting minutes from the Building Committee. Amy agreed to update the Trustees at their next meeting that minutes are posted. She will also bring a hard copy to the meeting to share with her fellow Trustees.

Joe has asked Tom Belland if BVT could make a sign for the new site that says “Future Home of Taft Public Library” or something similar.

Joe mentioned that he and Don gave a tour to Anne Mazar on Feb. 6th and that Anne is working on a Green Communities Competitive Grant application. Anne asked Joe to talk with Guardian Energy about their report, which he said he would do. Kevin asked what the “Fuel Efficient Vehicles Policy, Criteria 4” meant. Since nobody could answer, he agreed to check with Anne on this to ensure that Mendon complies.

ACTION: Kevin to ask Anne Mazar what “Fuel Efficient Vehicles Policy, Criteria 4” means.

Don asked when the town would start the process to obtain the funding for the project. Susan said she is working with Linda Hawkes and Claudia Cataldo and will report the status of the funding to the Committee at a future meeting.

Moritz asked about LEED certification for the new building. Many felt that while we will be looking for energy efficiencies along the way, LEED certification was too

costly and we might not be able to achieve certification given the size and nature of the project. The Committee agreed that we should be able to answer the question if people ask why the project is not LEED certified.

Kevin asked Joe when he thought when the current Taft Public Library building would be vacated, as it will need to become ADA compliant at that time. Joe suggested using spring of 2015 as the target date.

Since the OPM contract will be reviewed at the next meeting, Joe asked Amy if she could start looking for sample RFQ's for an architect. She agreed. Don asked Susan if we had one from the initial request for an architect a year ago. Susan said that work was too small and that a formal RFQ was not used.

ACTION: Amy to start looking for sample RFQ's for an architect.

IX. NEXT MEETING

The next meeting will be on February 27 at 7pm at the current Taft Public Library. The agenda will include a review of the RFQ for an Owner's Project Manager, Meeting Minutes from February 13th and a review of open action items from prior meetings.

X. ADJOURNMENT

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

VOTED: Unanimous.

Meeting adjourned at 8:09 p.m.

Minutes by Don Morin