

Approved May 13, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, April 24, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Chuck Noel, Moritz Schmid (arrived at 7:15pm)

Others Present:

Andrew Jenrich, Library Director (arrived at 7:44pm)

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 from Kevin Rudden, seconded by Chuck Noel, to approve the agenda. Don mentioned that Joe was going to give an update on the bond situation in the new topics section.

VOTED: Unanimous as amended.

III. Approval of Minutes

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from April 10, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Decision Action Log

Don distributed copies of the latest Decision Action Log to the group. Dan Labastie suggested that Don sort the list to put the open items at the top. Don agreed to do this during future updates. 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). – This item is on hold for further review when we have an architect on board.

#5 – Find out what it will take to get natural gas to the former church property. – Paul was not present so this item was passed over.

#6 – Test fire alarm system once phone is set up at the former church building. – Paul was not present so this item was passed over.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Linda Hawkes is looking for cash flow requirements for the project to better understand how to arrange for the bond. Joe is going to put a budget timeline together using the preliminary budget summary put together by Ken Best last spring.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz has not been able to pick up the plans. Kevin Rudden offered to help Moritz out and will go to Town Hall to pick up a copy of the septic plans and to inquire about well water specifications.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It was not delivered on Saturday, April 20th due to the closure of the campus that weekend. It will now be delivered on May 4th.

#24 – Create first draft of RFS for architectural services – Joe needs more information to complete the first draft.

#26 – Contact Blythe Robinson in Upton to obtain copies of their RFS for an architect for their Town Hall renovation project – Kevin has obtained this information from Blythe. Don will forward it on to Joe. CLOSED.

V. Update on Posting of Owner's Project Manager Request for Services

The ad posting a Request for Services for an Owner's Project Manager appeared in the Milford Daily news today (April 24th), the Central Register and the Dodge Report. Amy mentioned that there were some errors in the Dodge Report that she'll have addressed on Thursday. The RFS will be posted to the town website tonight and will be available for potential candidates on Thursday. Amy offered to create a score sheet to be used to screen candidates prior to and after the interview phase.

VI. OPM Contract Review

The OPM contract was reviewed. Joe and Don had similar comments. The contract needs to be modified by changing RFQ to RFS and changing references to St. Michael's Church to 29 North Avenue. Don agreed to make these changes for review at the next meeting. There was also some discussion about payment terms. The current version of the contract calls for four payments at four different phases of the project, but we could also offer monthly payments as well. It was suggested that we leave this open until we have an OPM on hand and then discuss how the hired person/firm wished to be paid.

VII. BVT Update – solar panels

No new update.

VIII. RFS for Architectural Services

Joe needs help with determining scope of services. Don will forward the sample documents Kevin obtained from Blythe Robinson that may help Joe with created a first pass document for the committee to review.

IX. New Business / Open Issues

Joe mentioned that Susan wanted to start keeping track of donations to the project. Don agreed to maintain a list for the committee. He has already started a list that contains two items, one from Joe Cronin for donating the cost of the new sign at the future home of the Taft Public Library and the second is for the shelving from Consigli Corporation. Don will ask Susan how she wants to track cash donations via the Friends of the Taft Public Library before deciding if we should post this document on the website.

Kevin mentioned that he knows a consultant that will review our architectural plans for ADA compliance when they are ready. A donation from a Milford resident will help pay the cost of this review.

Jay mentioned that the boy scouts will be using the parking lot at the future home of the Taft Public Library for staging a trip on April 26th.

X. NEXT MEETING

The next meeting will be on May 13 at 7pm. Don will check to see if the Town Hall is available. The agenda will include a review of any questions from responders, a review of the Decision Action Log, a review of the OPM contract, a review of the RFS document for the architectural services, and approval of meeting minutes from April 24th.

Additional meetings will be scheduled on May 23rd to review the responses to the RFS for an OPM and on May 29th to determine a short list of the responders that will be interviewed. Andrew offered to gather the responses from Diane Willoughby on the 23rd.

XI. ADJOURNMENT

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

Meeting adjourned at 8:05 p.m.

Minutes by Don Morin