

Approved May 24, 2013

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

Committee Members Present:

Joe Cronin, Susan Darnell, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Chuck Noel, Moritz Schmid, Paul Fitzgerald (arrived at 7:15pm)

Others Present:

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

I. Call to Order

The meeting was called to order by Joe Cronin at 7:03 p.m.

II. Approval of Agenda

MOTION: On a motion from Chuck Noel, seconded by Kevin Rudden, to approve the agenda.

VOTED: Unanimous as amended.

III. Approval of Minutes

MOTION: On a motion from Kevin Rudden, seconded by Chuck Noel, to approve the meeting minutes from April 24, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Questions from Potential Owner's Project Manager Bidders

Joe read the list of nine questions from potential Owner's Project Manager bidders, along with our answers, which have been reviewed/approved by Town Counsel. Moritz suggested a slight modification to question # 7 by adding a few word to clearly indicate that the \$31,400 fee for the OPM services would be "through the closeout of construction."

MOTION: On a motion from Kevin Rudden, seconded by Jay Washburn, to approve the questions and responses from prospective bidders, to send them to Diane Willoughby for distribution to the prospective bidders and to post them to the library website.

VOTED: Unanimous.

V. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#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.

NOTE: Paul arrived later and stated that he has not heard anything from NStar.

#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.

NOTE: Paul arrived later and provided the following update. He, along with one of his electricians, met with a representative from Custom Alarms at the future site of the Taft Public Library at 29 North Avenue. The existing alarm hardware works, but it needs to be reprogrammed to call the new third party monitoring service. It is not clear if the existing system can be reprogrammed or not, but we will have to try. This work could cost ~\$2500. NFPA guidelines require two phone lines for a fire alarm system, and we only have one at the site. The second line can be a cell line. Paul believes the cost would be \$400/year to add the new site to the town's alarm system monitoring service. Those present questioned the cost, so Paul said he would confirm the number with the alarm company rep. Joe asked what the town pays for other buildings and what the school district pays. Don said he knows that the schools use Cintas for their monitoring service, but he wasn't sure of the cost. Kevin agreed to check into what the town pays. Joe also agreed to ask about the insurance the town has on the building to see what we're required to do with regards to a fire alarm on a vacant building.

Given that we could be looking at thousands of dollars to reprogram the alarm system and pay for service, we need to ask the Fin Com for some advice about payment. It was suggested that we invite Fin Com Chair Rich Schofield to our next meeting.

Action: Paul to confirm the cost to add 29 North Avenue to the monitoring service for the town.

Action: Don to check what the schools pay for their monitoring service.

Action: Kevin to check with Claudia to find out what the town pays for security and fire alarm monitoring service for the existing town buildings.

Action: Joe to invite Rich Schofield to our next meeting to discuss options for payment of short term needs, prior to bonding out the project.

#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 put together a proposed budget timeline using the preliminary budget summary put together by Ken Best last spring. He asked Susan to send the timeline to Linda.

Action: Susan to send proposed budget timeline to Linda Hawkes.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz and Kevin Rudden have been unable to 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 picked up and currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station, but it is believed that Lawney will ask the boy scouts to help with the work. Jay agreed to talk with Rich Schofield about getting the scouts to help with the unloading of the trailers.

#24 – Create first draft of RFS for architectural services – Joe completed the first draft of this document and distributed it to the group for review at our next meeting. CLOSED.

#27 – Update OPM contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document – Don completed the update of the OPM contract. The document will be used once we have the OPM on hand. CLOSED.

VI. OPM Contract Review

Don made the updates to the OPM contract per the inputs he and Joe made at our last meeting. Nobody else had any feedback, so we'll put this contract aside for now until we're ready to review it with the OPM that gets selected.

VII. RFS for Architectural Services

Joe shared the document that he has drafted with the group. Committee members will bring their comments for discussion to the next meeting.

VIII. Lawn Cutting at 29 North Avenue

Susan stated that she has been in contact with Parks and Recreation Dept. and they cannot support the cutting of the lawn at 29 North Avenue. It was suggested that we take this issue to the next meeting of the Board of Selectmen. Joe and Susan will take this issue to them.

Action: Joe/Susan to take this issue to the next meeting of the Board of Selectmen.

IX. Items not reasonably anticipated 48 hours prior to meeting

Dan suggested that we explore selling the rectory and having someone take it away. We could use the foundation for future expansion, but could bring in some needed revenue now. It was suggested that we take this issue to the next meeting of the Board of Selectmen.

Action: Joe/Susan to take this issue to the next meeting of the Board of Selectmen.

Joe mentioned that Amy created a score sheet for the committee to use for deciding on an OPM to select. We will use this after we receive the bids.

Joe also mentioned that the site walk went well, with four firms present. One of them stated that they were impressed with the quality of information on our website.

Finally, Joe mentioned that the Board of Selectmen is considering re-appointing members of this committee for the duration of the project instead of one year terms. The committee members agreed with this proposal.

MOTION: On a motion from Dan Labastie, seconded by Kevin Rudden, to accept terms of membership for the duration of the project.

VOTED: Unanimous.

Andrew mentioned that he received the bill for the ad in the Milford Daily News for ~\$110. He asked if we could pay for this from the existing Taft Library budget and then get reimbursed from the bond later. Mike Ammendolia suggested that the town pay the bill. It was suggested that we take this to the next meeting of the Board of Selectmen, and also for Andrew to check with Claudia to see if this is possible, while also checking with the Dept. of Revenue.

Action: Andrew to check with Claudia on the possibility of paying the bill using the existing Taft Library budget and getting reimbursed later. Susan to check with the DOR to see if this is possible. Joe/Susan will bring this issue to the Board of Selectmen as well to see if the bill should be paid from the Fin Com reserve budget.

X. NEXT MEETING

The next meeting will be on May 23 at 7pm. Don will check to see if the Town Hall is available. The agenda will include a review of the responses to our RFS for OPM, a review of the Decision Action Log, a discussion about plans for the OPM contract, a review of the RFS document for the architectural services, and approval of meeting minutes from May 13th. Andrew offered to gather the responses from Diane Willoughby on the 23rd and will bring them to the meeting.

An additional meeting will be scheduled on May 29th to determine a short list of the responders that will be interviewed.

XI. ADJOURNMENT

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

Meeting adjourned at 8:23 p.m.

Minutes by Don Morin