

**Approved May 30, 2013**

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Thursday, May 23, 2013  
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Don Morin, Jay Washburn,  
Chuck Noel (arrived at 7:25pm)

Others Present:

Mark Reil, Board of Selectmen

I. Call to Order

The meeting was called to order by Joe Cronin at 7:13 p.m.

II. Approval of Agenda

MOTION: On a motion from Susan Darnell, seconded by Amy Fahey, to approve the agenda.

VOTED: Unanimous as amended.

III. Approval of Minutes

MOTION: On a motion from Don Morin, seconded by Jay Washburn, to approve the meeting minutes from May 13, 2013. No further discussion.

VOTED: Unanimous.

IV. Discuss funding of short term items with Fin Com Chair Rich Schofield

Rich Schofield was unable to attend so this item was passed over.

V. Review Responses from Potential Owner's Project Manager Bidders

Joe informed the committee that we received five bids for the OPM position.

However, due to some late questions we need to issue an addendum to the RFS to ask the five bidders two questions: one regarding the filling out of a certificate of non-debarment and another regarding the insurance requirements of the bidder. The group discussed whether or not this addendum needed to be advertised or not. After a lengthy discussion, it was agreed that since the addendum was coming out after the deadline for bids had passed, it would be okay to simply notify the five bidders about the addendum.

The group discussed the wording of the addendum proposed by Joe, and the group agreed to modify the introductory paragraph to the following: Thank you for your proposal in response to the Request for Services for an Owner's Project Manager. As a result of questions received from bid responders, we have created the attached addendum. The deadline for responses to this addendum is being extended. The

submission deadline is as follows: Submissions will be received at the Office of the Mendon Board of Selectmen no later than 2:00pm, Thursday, June 6, 2013. The contact information is below.

The group suggested adding a reference to the original section where insurance was mentioned (section VIII) and to fix some sequence lettering that was not correct (first k should be a, and second k should be i.) It was suggested that we ask for acknowledgement of receipt of the addendum so we can confirm that all five bidders receive the information, and that we also attached a bid form for the bidders to fill out.

The group also agreed to revise the wording around the withdrawal/resubmission of bids, and to add the new addendum to the original RFS and to post it to the website.

MOTION: On a motion from Chuck Noel, seconded by Jay Washburn, to approve the revised addendum and to extend the deadline to June 6, 2013.

VOTED: Unanimous as amended.

#### VI. 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 updated the group that NSTAR has completed the survey and the estimate to bring the gas main/service to the new Mendon library at 29 North Avenue would cost ~\$52K. This information will be kept on record for review after we have the architect on board.

#6 – Test fire alarm system once phone is set up at the former church building. – Joe asked Diane Willoughby to check with the insurance company to determine if we need to have the fire alarm system hooked up to a monitoring service to maintain our current insurance rates. The response he got was that it was better to have the system monitored, but having it simply to sound is better than having nothing at all. Paul confirmed that the cost for the service was ~\$400 annually.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Susan sent the proposed budget timeline to Linda Hawkes. Linda will begin the process of getting the project bond funding started for July/August of 2013. In the meantime, Andrew confirmed that the bill for the Milford Daily News ad can come out of '08 State Aid and will be reimbursed through the bond at a later date. CLOSED.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Kevin Rudden was not present but he did inform Don

that he has the septic system plans and will bring them to the next meeting. There are no documents for the well water with the Board of Health.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it 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. Joe suggested that we take some pieces to 29 North Avenue to put them together and understand how much will be needed and where it can be used. Joe will look into getting some pieces over to the church.

#28 – Invite Rich Schofield to our next meeting. Joe invited Rich to the meeting on May 23<sup>rd</sup>, but Rich was unable to attend. He will be asked to come to the next meeting.

#29 – Attend Mendon BOS meeting and ask several questions regarding committee appointments, lawn cutting, insurance, future usage of rectory and short term payment of bills. Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS agreed to appoint the committee to additional terms to extend through the life of the project, they will review who will serve as their liaison to the building committee, they will look into getting the lawn cut at the new property and they will look into getting the police to use the rectory as office space in lieu of renting trailers in the center of town. CLOSED.

#30 – Check with Claudia about paying bills with State Aid funds and getting reimbursed with bond money later. Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay. CLOSED.

#31 – Check with DOR about paying short term bills with Taft Library funding and getting reimbursed when bond money is available. There was no need to do this separately as Claudia looked into this for the committee. CLOSED.

#### VII. OPM Contract Review

There were no new updates to the OPM contract. The committee will use this contract when negotiations with the OPM begin.

#### VIII. RFS for Architectural Services

Joe shared that he would send the contract he drafted to Diane Willoughby to ask for feedback from town counsel. He also suggested we ask Town Counsel for a full document in case they have one already in place.

#### IX. Items not reasonably anticipated 48 hours prior to meeting

Susan suggested we review the score sheet and project reference sheet that Amy put together. Paul stated that he has a sample document where we can put different weights on some of the rating questions. He will share this with Amy, and the group will review the process at the next meeting.

X. NEXT MEETING

The next meeting will be on May 30 at 7pm. Don will check to see if the Town Hall is available. The agenda will include a discussion about short term funding with Rich Schofield, a review of the rating document drafted by Amy, a review of the Decision Action Log and approval of meeting minutes from May 23<sup>rd</sup>. The committee will then meet again on June 6<sup>th</sup> to review the responses from the bidders for the OPM services.

XI. ADJOURNMENT

MOTION: On a motion from Jay Washburn, seconded by Chuck Noel to adjourn.  
No further discussion  
VOTED: Unanimous.

Meeting adjourned at 8:44 p.m.

Minutes by Don Morin