

Approved June 26, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, June 18, 2013
7:00 p.m.

Committee Members Present:

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

I. Call to Order

The meeting was called to order by Joe Cronin at 7:01 p.m.

II. Approval of Agenda

MOTION: On a motion from Dan Labastie, seconded by Susan Darnell, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Review of Reference Checks for Lamoureux-Pagano (LPA), proposed OPM

Paul gave an overview of the information he received from the Sturbridge Town Manager. Everything was positive. Amy gave the same feedback from the Chairman of the Public Safety Building Committee from the Town of Holden, as did Jay from a Library Trustee from Petersham. The only thing Jay heard that the OPM could have done better was the interview. The trustee stated that the OPM did not interview well and was a bit on the boring and dry side. All three references, however, would hire the OPM again if the need arose. The only concern expressed was that the \$31.4K stipend may limit the support of the OPM, however Susan stated that the OPM was present at the walk-through and was well aware of the stipend that we had to offer. The comments from the reference checks performed by Paul, Amy and Jay are attached.

IV. Review/Agree on List of Interview Questions and Interview Process

Don distributed copies of the interview questions that the committee came up with at the last meeting on June 6th. The committee reviewed the questions and made a few minor revisions and a couple of additions. The final interview question list is as follows:

- a. Validate that LPA has the debarment form with them and ask them for it.
- b. Tell us about your work experience with libraries. You've seen the site and reviewed the documents we have made available. The project is unique in that we're renovating a church into a library. Do you have any creative ideas about this project? What excites you about it?
- c. What challenges do you anticipate with this renovation project?
- d. Tell us about your OPM experiences, specifically for Mary Bulso.
- e. How do you manage the general contractor?

- f. Do you understand that we only have \$31.4K for the OPM work? What is the LPA billing structure/payment frequency?
- g. What resources can you draw upon within LPA and your consultants for this project?
- h. Based on what you know today, what do you think the cost of the renovation project should be?
- i. What type of communication can we expect? What type of reports?
- j. Describe a time when you hit a major obstacle during a project and what you did to resolve the issue.
- k. Is there any work that was outlined in the RFS that you take exception to?

The interview will take place on Wednesday June 26th, with a brief introduction from the potential OPM of 10-15 minutes followed by the interview for ~45 minutes. The meeting is already posted for 7pm and Joe has asked the potential OPM to arrive at 7:30pm. The group can open the meeting and discuss any last minute details in order to prepare for the candidate. It was suggested that each member of the group read a question from the list and to just go in order around the table based on where everyone is sitting.

Don mentioned that he had a work commitment on June 26th and will not be able to attend. He asked for a volunteer to take the minutes. Susan said she will bring her laptop and will take the minutes.

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.

#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 has the septic system plans and will bring them to a future meeting.

#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.

#34 – Take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together. – Joe, Paul and Moritz took some pieces to 29 North Avenue on June 5th to put them together and understand how much will be needed and where it can be used. Since they didn't have all the right pieces they were planning on meeting again on June 11th but they got rained out. They will have to try again sometime in the future.

#35 - Contact Diane Willoughby to request that LPA be invited to an interview on June 18th at 7:30pm at the Mendon Town Hall. He will also provide Diane with a statement to send to the other four firms regarding the status of the OPM selection

process. – Joe contacted Diane and LPA will not be available on the 18th so the interview is now scheduled for the 26th. CLOSED.

#36 - Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee. – Joe asked Kevin to look into this and he did, verifying that the spacing between shelving should be 42". References to the pertinent Mass. General Laws are attached. CLOSED.

#37 - Add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list posted to the renovation website. – Don added Judy Leonelli's name to the donation tracking sheet. Joe suggested we also add the names of those who volunteered to cut the lawn at the church: Jay Washburn (once) and Mike Watson (twice). Don agreed to do this as well. Susan contacted a landscaper and estimated that this has saved the committee ~\$50 per mowing.

VI. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that he had recently checked out the site of the new library after heavy rains and noticed that rain was coming in under the bottom of the back door to the basement, but that it wasn't bad. He also stated the he saw some minor leaks from an interior partition wall that may be from the roof, but if so they were very minor.

Don reminded the group to get sworn in for the Building Committee term that starts with the new fiscal year (July 1, 2013).

Paul asked if the Library Trustees had any formal fundraising plans. Susan said that there were no formal plans yet. Moritz suggested looking into the possibility of selling bricks where people can donate money to have their name etched into a brick that could be used during construction. The group was intrigued by the idea and will need to revisit it later in the project.

VII. NEXT MEETING

The next meeting will be on June 26th at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from June 6th and 18th, a review of the Decision Action Log and a final review of the OPM interview questions and process. The committee will then conduct an interview with the OPM starting at 7:30pm. After the interview the committee will discuss impressions and whether to proceed with a recommendation to the Board of Selectmen.

VIII. ADJOURNMENT

MOTION: On a motion from Chuck Noel, seconded by Dan Labastie to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 7:52 p.m.

Minutes by Don Morin