

Approved August 27, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, August 21, 2013
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn; Susan Darnell called in from 7:55pm – 8:05pm via cell phone

Others Present:

Andrew Jenrich, Library Director
Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:04 p.m.

II. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Meeting Minutes – August 14, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the meeting minutes from August 14, 2013. No further discussion.

VOTED: Unanimous.

IV. Discussion with OPM Regarding Status of RFP for Designer Services

Mary Bulso, OPM, Lamoureux-Pagano Associates walked through recommendations for modifications/additions to our RFP for Designer Services document. She preferred the layout of our document to the one from the Town of Weston, as it was similar to what she was accustomed to using. She walked through several updates to the RFP, including adding an email address for the Administrative Assistant to the Board of Selectmen, rewording the project from “remodel an existing building” to “adaptive reuse of a former church building”, rewording the section around compensation and updating some wording here and there. The Committee inquired about adding Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) goals to the document, and Mary asked if any state money was involved, as that would make those goals mandatory. The Committee informed Mary that the project was entirely Town funded, but some private donations are also expected to help defray the cost. Mary said that she would add a section covering MBE/WBE goals to the document.

Mary stated that she would make the recommended changes and get them to Don by Friday so they can be distributed to the Committee for review. The Committee would

like to review and approve the updated document at the next to-be-scheduled meeting, targeting one day in the next week.

Next the Committee discussed putting together a schedule to follow once the RFP is approved. The group proposed the following, which will be reviewed and approved at the next scheduled meeting:

Approve RFP for Designer Services – 8/27 (Committee)
Forward RFP for review by Town Counsel – 8/28 (Don)
Review/approve any changes from Town Counsel – 9/5 (Committee)
Advertise in Central Register and Dodge Report – 9/6 for posting on 9/18 (Amy)
Advertise in Milford Daily News – 9/6 for posting on 9/18 (Don/Andrew)
Site Visit – 9/25 (Joe/Paul/Andrew/Mary)
Questions Due by 2pm in Mendon BOS office – 10/3
Responses Due by 2pm in Mendon BOS office – 10/17

The Committee suggested increasing the number of hard copies to 11, allowing for all Committee members and the OPM to have a hard copy. Mary also suggested adding the proposed contract to the RFP. Since the Committee does not have a draft contract from Town Counsel for this purpose, Mary suggested adding the AIA standard form of agreement between an owner and an architect. Mary will provide us with a copy of this agreement that we can run by Town Counsel for review.

V. Review Open Actions on 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.

#19 – Follow up on available shelving at U Mass Dartmouth. – Don informed the Committee that Joe Cronin has contacted Lawney Tinio to inform him of the Committee's decision not to use the shelving due to its condition. Lawney will take care of the shelving from here. This item is now CLOSED.

#45 - Contact Joe and Paul to determine how to work with Diane Willoughby to arrange for a meeting with P3 to review the redacted bids received for the OPM position. – Don informed the Committee that he has been in contact with Joe, Paul and Diane and that Joe will work with P3 to arrange a day/time to review the redacted bids for the OPM position.

46 - Contact Contact Joe and Paul to ask one of them to get in contact with the CPC to discuss the opportunity for CPA funding using the statement provided by Kevin Rudden. – At this point in the meeting Amy Fahey called Susan Darnell to allow her to participate remotely via cell phone to update the Committee on the CPC history. Susan informed the group that the Taft Library Trustees had met with the CPC and Historical Commission in the past when they were considering purchasing the church property. The Historical Commission voted that the church building would not be eligible for CPA funding but that the existing Taft Library would. There was no discussion on the rectory, but Susan felt we should wait to

determine the future plans for the rectory until after we work with the architect on the adaptive reuse of the former church. At that time we will have a clearer picture of the plans for the rectory and can pursue funding if it makes sense.

MOTION: A motion was made by Kevin Rudden, seconded by Paul Fitzgerald, to rescind the motion from August 14th to contact the CPC about potential CPA funding for the former church and rectory. No further discussion.

VOTED: Unanimous.

VI. Items not reasonably anticipated 48 hours prior to meeting

Paul asked Mary to share some of the services she anticipates having to provide to the Committee. She mentioned that normally she coordinates meetings, takes minutes, levels the bids received from potential architects, helps check references, helps to set up scoring sheets to rank the bidders, etc. The Committee felt that since the fee was so small we would use Mary for those things that we needed her to perform, with the Committee picking up the rest. Don will continue to take minutes for standard Building Committee meetings, but Mary will be asked to take them for specific meetings with the architect, GC, etc. further down the road. The Committee also informed Mary that it already had an effective scoring system to rank the bidders that Amy put together. This will free up Mary to focus on those items that we need her to focus on.

Mary asked if she could get a contact list of all Building Committee members. Don agreed to send it to her.

VII. NEXT MEETING

The next meeting will be on August 27th at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from August 21st, review/approval of the RFP for Designer Services and the schedule to hire a firm for these services, and a review of open items on the Decision Action Log.

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to meet next on Tuesday, August 27th at 7pm in the Upper Town Hall. No further discussion

VOTED: Unanimous.

VIII. ADJOURNMENT

MOTION: A motion was made by Chuck Noel, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 8:10 p.m.

Minutes by Don Morin