

Approved August 21, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, August 14, 2013
7:00 p.m.

Committee Members Present:

Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Moritz Schmid
Chuck Noel arrived at 7:28pm.

Others Present: None

I. Call to Order

The meeting was called to order by Don Morin at 7:10 p.m.

Don informed the team that six members are needed for a quorum, and Chuck Noel was on his way but was delayed in leaving work. Kevin Rudden and Jay Washburn informed the group that we can share some informational updates but that we should wait for Chuck before we formally deliberate any topics so we can do so when we have a quorum. That will allow us to vote on items as well.

II. Approval of Agenda

This item was passed over until Chuck was present.

III. Approval of Meeting Minutes – July 31, 2013

This item was passed over until Chuck was present.

IV. Informational Update

Don let the group know that our OPM, Mary Bulso had a conflict and wasn't able to attend the night's meeting. We will need to post another meeting that Mary can attend to help review our RFP for Designer Services with us. Mary is open all next week. Don did let the group know that the draft RFP for Designer Services, along with the sample from the Town of Weston and the two attachments created by Paul Fitzgerald were all provided to Mary for her review prior to meeting with us.

Moritz informed the group that he has been looking into the shelving that was secured by Lawney Tinio from UMass-Dartmouth. He reported that the Super for the project is no longer with Consigli and he has not been able to identify the manufacturer of the product to obtain assembly instructions. All he has is a couple of photos of the assembled shelving when it was in use. He stated that it would take a lot of time and effort to sift through all the material to figure out how to put it all together. There are many different sizes of shelving all mixed together, and the assembly material of nuts and bolts are all mixed together in big buckets or just strewn about loosely. The group thanked Moritz for his work and decided to wait for Chuck to arrive to decide the next course of action.

Kevin informed the group that he was able to review all the bids received for the OPM position and redacted the confidential items. He redacted engineering license numbers, insurance policy numbers and financial information. They are ready for review with P3, the bidder that requested to review them. A meeting will need to be scheduled with P3 to invite them in to review the information.

Kevin also informed the group that he was able to draft a statement to be provided to the CPC. He distributed copies of the statement to the group for review. The group agreed to wait for Chuck to deliberate on it.

At this time Chuck Noel arrived (~7:28pm), establishing a quorum so that the group could begin deliberating and voting on the agenda items.

V. Approval of Agenda

MOTION: A motion was made by Jay Washburn, seconded by Kevin Rudden, to approve the agenda.

DISCUSSION: Kevin Rudden noted that he never attended any other meetings where the agenda was voted on with the exception of the Mendon-Upton Regional School District committee meetings and this committee. Don explained that he puts this item on the agenda because it worked well during his tenure on the Regional School District because it allowed for the group to re-order items on the agenda and to highlight any items that may need to be passed over, providing more transparency to those who may be in attendance. Kevin accepted that explanation as a logical reason for having this item.

At this time Don informed Chuck (and the rest of the Committee again) that we needed to pass over the agenda topic for reviewing the RFP for Designer Services with our new OPM as the OPM had a conflict and wouldn't be able to attend our meeting this evening. The Committee will need to schedule a follow up meeting to cover this topic.

VOTED: Unanimous.

VI. Approval of Meeting Minutes – July 31, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the meeting minutes from July 31, 2013.

DISCUSSION: None.

VOTED: Unanimous.

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

This item was passed over as the OPM was unable to attend the meeting this evening due to a conflict with another meeting for another project.

VIII. Decision on Use of Donated Shelving from U Mass Dartmouth

Don provided a summary to Chuck of the update given by Moritz earlier in the meeting (see above). As a result of the current status with the shelving, the group decided that it was best to send a message to Lawney Tinio thanking him for helping to secure the shelving, but due to the current condition in which the shelving is stored, it is best to simply scrap it and move on.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to ask our Committee Chair or Vice Chair to send a message Lawney Tinio thanking him for his dedicated service in trying to secure the shelving for the Taft Library project, but also informing him that due to the current status of the materials we'd like to ask him to consider selling the material for scrap in hopes that the funds received would cover the expenses from him storing it for a few months. The Committee would also like to ask Lawney to inform us if any of his expenses aren't covered so we can take appropriate action. Also, if surplus funds are left after expenses are covered, ask Lawney if he would consider donating them to the Library Building Project.

DISCUSSION: None.

VOTED: Unanimous.

IX. 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.

All other open actions were already reported on earlier in the meeting.

X. Scheduling a Review of Redacted OPM Proposals with P3

Don provided a summary to Chuck of the update given by Kevin earlier in the meeting (see above). Given that the documents are now ready, Don suggested and Kevin agreed that we should ask our Chair or Vice Chair to arrange a meeting with P3 to review the redacted proposals. Don agreed to contact our Chair and Vice Chair, along with the Administrative Assistant for the Board of Selectmen who has been the liaison to the bidders, to determine how to set up the meeting to review the redacted documents.

ACTION: Don will 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.

XI. Proposal to Meet with CPC to Discuss Opportunity for CPA Funding

Kevin distributed copies of a statement to request the CPC to meet to discuss opportunities for CPA Funding. The statement read: "The Taft Library Building Committee would like to meet with the Community Preservation Committee when you reconvene in September to discuss whether the renovation of St. Michael's

Church is eligible for Community Preservation funding as an historic structure.” Jay Washburn suggested that the words “and/or the rectory” be added after “Church” in the statement, and the group agreed.

MOTION: A motion was made by Chuck Noel, seconded by Moritz Schmid, to accept the proposed statement provided by Kevin as amended and to ask our Chair or Vice Chair to submit it to the chair of the CPC, Anne Mazar.

DISCUSSION: None.

VOTED: Unanimous.

ACTION: Don agreed to 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 above.

XII. Items not reasonably anticipated 48 hours prior to meeting

Kevin asked about the status of the OPM contract and Don informed the group that the contract was approved by legal counsel from the Town and from the OPM, but that the Selectmen weren't able to sign it this past Monday (August 12) as it wasn't posted on the agenda. They will sign the contract at their August 26 meeting.

Kevin also mentioned that he read in the Milford Daily News that the Town will issue a 15 year bond for the project in the November.

XIII. NEXT MEETING

The next meeting will be on August 21st at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from August 14th, a discussion with the OPM about the RFP for Designer Services and a review of open items on the Decision Action Log.

XIV. ADJOURNMENT

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

VOTED: Unanimous. The meeting adjourned at 7:44 p.m.

Minutes by Don Morin