

**Approved September 16, 2013**

Taft Library Building Committee Meeting  
Mendon Town Hall  
Mendon, MA 01756  
Tuesday, August 27, 2013  
7:00 p.m.

**Committee Members Present:**

Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn;  
Moritz Schmid arrived at 7:15pm

**Others Present:**

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 Dan Labastie, to approve the agenda. No further discussion.

**VOTED:** Unanimous.

III. Approval of Meeting Minutes – August 21, 2013

**MOTION:** A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from August 21, 2013.

**DISCUSSION:** Don mentioned that there was a typo in the motion for the next meeting date (Sept. 17 vs. Sept. 27) and that we should amend the minutes to fix this error.

**VOTED:** Unanimous as amended.

IV. Approval of Schedule and Final RFP for Designer Services

The group shared their comments and questions on the RFP for Designer Services. Many suggestions were made for changes, including updating the dates throughout the document, improving consistency of verbiage from one section to another, updating reference to Acknowledgement of Addenda Form vs. Bid Form, rewording the project timeframe in the background section, replacing reference to “contract” with that of the AIA document, updating the Standard Design Firm Application Form in the back with the latest version available, beefing up the evaluation criteria section by using the criteria from the Town of Weston document and using the format from our RFS for the OPM and several typos and minor wording updates.

Don and Mary will work together to get an updated version distributed to the Committee so everyone can review it prior to the next meeting.

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.

#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 Joe has been in contact with Diane Willoughby about arranging a day/time to review the redacted bids for the OPM position with P3. Kevin still has the redacted copies. Paul suggested that Kevin leave them with Diane Willoughby. He said he would.

#48 - Provide list of all Building Committee member emails to OPM. – Don provided this list to Mary Bulso. This item is now CLOSED.

VI. Items not reasonably anticipated 48 hours prior to meeting

Paul informed the Committee that the Mendon Board of Selectmen signed the contract with the OPM at their meeting on Monday, August 26<sup>th</sup>.

VII. NEXT MEETING

The next meeting will be on September 5<sup>th</sup> at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from August 27<sup>th</sup>, 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.

VIII. ADJOURNMENT

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

VOTED: Unanimous. The meeting adjourned at 8:05 p.m.

Minutes by Don Morin