

Approved September 16, 2013

MINUTES

TAFT LIBRARY BUILDING COMMITTEE

September 5, 2013

Attending: Paul Fitzgerald, Amy Fahey, Kevin Rudden, Jay Washburn, Dan Labastie, Susan Darnell

Also: Mary Bulso

- I. Motion to approve the agenda by Kevin, seconded by Jay, approved unanimously.
- II. Approval of minutes of 8/27 meeting was passed over
- III. Discussion of the final version of the RFS, prior to submission to Town Counsel. The following edits were noted:
 - a) On page 1, second paragraph, substitute “next normal Town Hall business day” for “next business day”
 - b) Delete ”Clerk of the Works” on page 3 and 4 and anywhere else it might be found
 - c) On page 10 delete the last line, which was an internal comment of the Committee
 - d) Revise Section 10 as follows “Questions may be delivered, mailed, emailed or faxed. Written responses will only be delivered, mailed, emailed, or faxed to applicants on record as having received the proposal.”
 - e) Page 13 Section 14 align RFP/RDS to be consistent
 - f) Missing period on section 14
 - g) Section II, section 11a change “Owner” to “Town” and also in Section XIV

A motion to accept the RFS with these edits was made by Jay and seconded by Dan and approved unanimously. Susan will provide the edits to Don who will send the revised document to Town Counsel for their review.

- IV. There was a discussion as how to best coordinate the efforts of the Trustees in refining the program needs to present to the Design Team and the Building Committee, and on what timeline. The Trustees plan to speak with other libraries that have recently gone through a building process, and also survey the preferences of Mendon groups.

Generally speaking, those ideas need to be presented in January 2014.

Amy, Andrew, and Susan will continue to facilitate communication between the groups and the two entities may also meet together.

- V. Mary provided the Certificates of Liability Insurance to accompany the OPM contract. She will deliver them to Diane on Monday.

- VI. Next meeting scheduled for Friday Sept. 13 at 7 PM

A motion to adjourn the meeting at 8:30 was made by Jay and seconded by Kevin, approved unanimously.

Minutes by Susan Darnell