

Approved October 8, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Monday, September 16, 2013
7:00 p.m.

Committee Members Present:

Susan Darnell, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:03 p.m.

II. Approval of Agenda

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

VOTED: Unanimous.

III. Approval of Meeting Minutes – August 27, 2013 and September 5, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from August 27, 2013.

DISCUSSION: None.

VOTED: Unanimous.

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden, to approve the meeting minutes from September 5, 2013.

DISCUSSION: Don suggested that he add that the minutes were written by Susan Darnell.

VOTED: Unanimous as amended.

IV. Approval of Final RFP for Designer Services Selection

The group shared their comments and questions on the recommendation from Town Counsel that we need to submit an RFQ and not an RFP for Designer Services. Upon the recommendation from Town Counsel, we also need to add the not-to-exceed fee for these services to the ad and the RFQ. The group questioned whether this was actually required. Upon checking Massachusetts General Laws Chapter 7C Section 47, it wasn't clear to the Committee that this was indeed required. The group also wasn't sure what was budgeted for these services. Don checked the original estimated budget put together by DRA and discovered that ~\$125,600 was planned for Designer Services. Since this was < 8% of the estimated \$1.7 million for the project, it was agreed that we should put this fee into the RFQ and the advertisement.

Since there were many changes to the RFQ, the group agreed to focus on the advertisement instead and to review the RFQ at a future meeting.

V. Advertisement and Posting Plans for the RFQ for Designer Services

Don informed the group that the advertisement needs to be submitted by Tuesday, September 17th to the Central Register in order to maintain our current timeline. Don will add the not-to-exceed fee, he will remove the reference to when the responses are to be opened, and he'll fix a couple of typos and grammatical errors. Susan contacted Amy to confirm that she would be able to submit the ad to the Central Register and Dodge Report, and Don agreed to submit the ad to the Milford Daily News.

MOTION: A motion was made by Dan Labastie, seconded by Jay Washburn, to approve the Notice to Responders advertisement as amended.

DISCUSSION: None.

VOTED: Unanimous.

VI. Items not reasonably anticipated 48 hours prior to meeting

Susan mentioned a few items that she thought should be modified in the model Contract, including removing a few sections. Mary stated that she would confer with Mike Pagano about the model Contract for discussion at the next meeting.

Susan also mentioned that the Library Trustees will be looking at fund raising and grant opportunities for the project.

VII. NEXT MEETING

The next meeting will be on September 19th at 6:30pm in the upper Town Hall. The agenda will be solely to review/approve the RFQ for Designer Services.

VIII. ADJOURNMENT

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

VOTED: Unanimous. The meeting adjourned at 8:20 p.m.

Minutes by Don Morin