

Approved July 15, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Monday, June 24, 2014
7:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn

Others Present:

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

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:05 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from June 2, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the meeting minutes from June 2, 2014.

DISCUSSION: None

VOTED: Unanimous. Paul Fitzgerald and Kevin Rudden abstained as neither was present at the meeting on June 2.

IV. Green Communities Grant Application

Prior to the meeting Anne Mazar sent an email to inform the Committee that she still expects to hear a response from the granting authority by the end of June, but as of June 24th she has not received any update. We will revisit this item at the next meeting.

V. Public Water Supply Update

Mary reported that on June 4th Susan Connors from the Massachusetts DEP visited the site of the future library in hopes of coming up with a decision regarding the public water supply requirements. Fred Lapham of Shea Engineering and Susan joined Mary on the site walk. The DEP determined that the new library will not be a public water supply as long as no kitchen is constructed, no water fountains are installed and the library enacts a policy that restricts access to any coffee machines to the library staff. Meeting attendees can bring their own refreshments as needed.

Also, a “Best Effort” to obtain ownership or control through an easement of the Zone 1 area that extends onto the abutting property will be needed. Due to the proximity of the detached garage to the well, initial feedback from DEP management is that they’d like it to be removed, but that they can give an extended schedule as part of their Administrative Consent Order of up to 5 years to have the work performed. The existing well also needs to be brought up to current standards, including some electrical code upgrades as well as having the well head raised. Testing will also be needed. Mary mentioned that Joe has reached out to the Town about performing this testing. Mary also agreed to talk with Mike Pagano about how to handle the well improvement work within the scope of the project. A copy of the email from the Massachusetts DEP is included here.

ACTION: Mary will talk with Mike Pagano about how to handle the well improvement work, likely within the scope of the project.

From: Connors, Susan (DEP) [susan.connors@state.ma.us]
Sent: Monday, June 09, 2014 4:05 PM
To: susandarnell@comcast.net; Mary Bulso; sheaengineering@verizon.net
Subject: PWS requirements

Next Last

Susan, Mary, and Fred,

As discussed at the site visit for the new location for the Mendon Library, below and attached are information on permitting a public water system.

Permitting a Transient Non-Community public water supply is described in the attached document, “Appendix G”, which is taken from MassDEP’s Guidelines and Policies for PWSs. It describes the technical requirements for a 24 hour pumping test and permit application. The existing well would need to be upgraded to current standards. Attached are before and after photos of what is expected for that. Because this water supply source is pre-existing and non-conforming, the facility cannot go straight to the normal permitting process. We will need to execute an Administrative Consent Order which would contain the permitting requirements. The ACO would need to be signed by the Mendon Board of Selectmen.

A Best Effort to obtain ownership or control through an easement of the Zone I area that extends onto the abutting property would be required. Attached is an example easement that was recently recorded. I briefly discussed the detached garage and its proximity to the well with DEP management. Initial feedback is that this is still something that we would want removed, but we can give an extended schedule to do so in the ACO (e.g. up to 5 years).

If you want to retain the water softener, a BRP WS34 permit application is required. The backwash from the softener should be removed from its current location that discharges to the septic system. This is a Title 5 violation for all wells regardless of classification see webpage - <http://www.mass.gov/eea/agencies/massdep/water/wastewater/water-softeners.html>.

Regarding the classification of the facility, we believe that based on your submittal, we can determine that the facility will not be a PWS if there is no kitchen constructed, no water fountains, and you can enact a library policy that restricts access to any coffee machines to the library staff. Meeting attendees can bring their own refreshments as needed.

I wrote this very quickly in an attempt to get information to you ASAP as I expected to respond earlier. If I missed anything, or you have any questions, please contact me.

Susan

Susan Connors
MassDEP, Central Regional Office
Drinking Water and Water Management Programs
627 Main Street, Worcester MA 01608
phone: 508.767.2701 fax: 508.849.4035
susan.connors@state.ma.us

VI. Supplemental Test Pits and Footings under Foundation

Mary reported that additional test pits were dug by Yankee Engineering and that footings were found underneath the foundation, unlike the first one that was dug a few weeks ago. Apparently there was repair work done in the location of the first test pit that disturbed any footing that may have existed. The rest of the test pits have confirmed that the remaining footings are located where they are expected to be. Mary is awaiting the final report from Yankee Engineering and will forward it on to Don when it becomes available so he can share it with the full Committee.

ACTION: When available, Mary will send the final report from Yankee Engineering to Don who will forward it on to the full Committee.

VII. Septic System Update

Mary informed the Committee that A.D.C. Septic has investigated the reasons why the tanks won’t drain and discovered that some roots have infiltrated the distribution box. The leach field needs to be mowed utilizing a brush hog or similar type of mower to keep the area operational. A.D.C. has prepared a “worst case quote” that includes the following work:

“The Distribution box needs to be excavated and all roots removed. The current box has six lateral lines and all of which are infested with roots. I propose to remove the box and cut the lateral lines. At this time I can inspect the lines to see if the roots have grown down the laterals into the field. A new distribution box would be installed and reconnected to the lines if the lines are intact and not compromised by roots. I believe this is the most cost effective way to determine if the system is salvageable. The cost for me to complete the above scope of work is \$ 1500.00 (Fifteen Hundred Dollars).”

Mary also mentioned that the septic system passed a Title 5 inspection back in 2008, and she asked if anyone had a brush hog to clear the field. Kevin stated that his landlord had this type of equipment and that he would ask if he could use it and will report back to the Committee if he is successful. Susan stated that she has a backup contact in mind if Kevin is not successful. The Committee also agreed that we should proceed with repairing the distribution box once the field is cleared, but Dan Labastie wanted to ensure that the quote was competitive. Therefore, the Committee took the following action:

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the repair or replacement of the septic system distribution box at a cost not to exceed \$1500. Which supplier is chosen to do the work will depend on the quote that Dan Labastie is able to obtain.

DISCUSSION: None.

VOTED: Unanimous.

ACTION: Kevin will ask his landlord to borrow his brush hog so he can clear the field behind the church where the septic system leach field and distribution box are located.

ACTION: Dan will contact another septic system repair company to ensure that the quote from ADC is competitively priced.

VIII. Posting for Abatement Work

Mary updated the Committee on the status of the Abatement work that needs to take place at the future site. She has worked with UEC and the Town to post a request for bids for the abatement work to remove asbestos in the VCT tiles along with any other asbestos removal. The posting will be placed on the Central Register for two weeks beginning June 25th. A walk-through of the site is scheduled for July 8th.

IX. Demolition Work

Mary stated that the students at Blackstone Valley Technical Regional High School have removed all partitions from the building and that the trash dumpster is almost full. Kevin will try to toss the pieces from the ramp into the dumpster and then Mary can have the dumpster removed from the site. The metal dumpster is also almost full. Paul will have that one removed. The BVT work is complete for the summer vacation months, but the school may be able to support additional work in the fall. The Worcester County Sherriff's office has agreed to supply resources to perform demolition work for the first two weeks of September. The

skill set of the volunteers is not known, but Mary does know that we will need to provide hand tools, dust masks, staging and lunch to the volunteers during the two weeks. We will also need to show the volunteers what needs to be demo'd during the two weeks. Mary asked about getting donations of hand tools to be used during this time period. A few members of the Committee believed that we could get these tool donated for two weeks if Mary is able to supply a listing of what tools are needed. Mary will create this list for the Committee to review and Committee members will solicit donations of borrowed equipment for two weeks.

ACTION: Mary will create list of hand tools that will need to be donated during the first two weeks of September for use by the Worcester County Sherriff's Department volunteers.

With regards to the staging needs, Mary suggested that she walk the site with Moritz to get his thoughts on how to handle this. She would also like to use the walk to determine if outdoor work can be performed, such as trimming or removing some shrubs, trimming a tree that was struck by lightning, etc. She will set up some time to do this.

ACTION: Mary will set up time to walk the site with Moritz to determine what type of outdoor work could be performed by the Worcester County Sherriff's Dept. volunteers and to determine if staging can be easily set up for the volunteers to use.

With regards to BVT, Mary suggested that we inquire about them making some items for the new library in their metal shop, such as interior hand railings. We can approach the BVT management team about this when school resumes in the fall. It was also suggested that Joe draft a letter of thanks on behalf of the full Committee to BVT for their donated time and to send it to the Town Crier for publication.

ACTION: Draft a letter to the Town Crier thanking BVT students for volunteering their time to perform demo work at the former church. – Joe

X. Financial Update

Invoice Approvals:

An invoice from LPA was received for OPM services for the month of May in the amount of \$960.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve payment of \$960 for OPM services from Lamoureux-Pagano for the month of May.

DISCUSSION: None.

VOTED: Unanimous.

An invoice from ADC Septic was received for the removal of 3500 gallons of sewage on June 2nd from the septic system at the future library site in the amount of \$500.

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve payment of \$500 for septic system pumping services from ADC Septic performed on June 2, 2014.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations – None

Budget Review:

Don shared an updated budget document that listed all the hard cost estimates from North Bay Construction Consultants as well as an updated list of potential cost savings opportunities with updated dollar values that was provided by David Eisen. The Committee was okay with the new format. The budget summary is attached here.

Taft Public Library Budget

7/2/2014

ITEM DESCRIPTION	Budget using North Bay Construction Consultants Hard Costs	Comments	Savings Opportunities	Potential Savings
Hard Costs				
Existing Conditions	\$54,836	Demo/Abatement Work	Use BVT, Worc Cty Sherriff for demo	
Concrete	\$41,295		Reduce concrete, use asphalt and pre-cast CMU.	\$ 6,000
Masonry	\$6,105			
Metals	\$27,790		Reduce steel - use wood	\$ 10,000
Wood, Plastics and Composites	\$52,128			
Thermal and Moisture Protection	\$141,373			
Openings	\$149,221		Reduce glazing	\$ 8,000
Finishes	\$88,668		Reduce cost of flooring in all areas	\$ 9,000
Specialties	\$6,086		Eliminate security gates	\$ 2,970
Equipment	\$0			
Furnishings	\$122,592	~\$117K for shelving	Eliminate window treatments	\$ 5,246
Conveyor Systems	\$225,000		Moritz to check on elevator options	
Fire Suppression	\$0			
Plumbing	\$26,460		Use existing water meter	\$ 4,500
HVAC	\$127,396			
Electrical	\$97,872			
Communications	\$11,109			
Electronic Safety and Security	\$22,803			
Earthwork	\$32,545			
Site Improvements	\$15,194			
Utilities	\$31,161		Remove underground ductbank	\$ 5,400
Total Direct (Hard) Costs	\$1,279,634		Total Potential Savings	\$ 51,116
General Requirements (10%)	\$127,963			
Overhead and Profit (13%)	\$182,988			
Total Direct Costs and OH&P	\$1,590,585			
Soft Costs				
Contingency	\$159,059		Increased contingency to 10% (North Bay had 5%)	
Bond & Insurance	\$23,859			
A/E Fees	\$125,600			
Project Manager Fee	\$27,500			
Bidding Expense	\$3,000			
Testing	\$4,000			
Moving Expense	\$2,000			
Escalation	\$0			
Total Soft Costs	\$345,018			
OVERALL TOTAL:	\$1,935,603			
Funding Approved by Voters	\$1,700,000		Miscellaneous Savings	\$ 51,116
Excess/(Deficiency)	(\$235,603)		Shelving	\$117,346

Other Funding Sources:

Susan mentioned that she has been in touch with Senator Moore's office and originally pursued a Mass Works Grant but realized that it wasn't applicable to our project. She then learned that Senator Moore partnered with Representative Fernandes to include \$1.2 million in the Senate budget for fiscal 2015 to support the Taft Public Library renovation project. This is the amount that the town would have qualified for under the MBLC funding process. Senator Moore will be visiting

the site of the future library on Monday June 30th. Andrew, Susan and Mary are all planning on being there to host the visit.

Susan also mentioned that she and Mary met with Dick Grady about creating an “Arcadia book”, which essentially is a picture/video collection of historic Mendon sites that can be narrated by Mendon residents and saved to a DVD and sold. A percentage of the proceeds would go to Arcadia Publishing. Dick Grady is working with John Trainor to come up with a list of potential Mendon sites of interest. The Library Trustees are also meeting on June 25th and they will discuss this and other fund raising opportunities. Kevin mentioned a bumper sticker opportunity where one can purchase a bumper sticker stating “support your local library” or something to that effect for \$2 with 50% of the proceeds going to the library. He will provide Andrew with a catalog that he can bring to the Trustee meeting on Wednesday.

ACTION: Kevin to provide Andrew with a catalog of fund raising opportunities like the bumper sticker campaign so Andrew can share it with the Trustees on June 25th.

XI. Review Open Items on Decision Action Log

Don walked the Committee through the open items on the Decision Action Log. There was no new information for many of the items, but a few were updated earlier in the meeting as part of our agenda. Item #115 involves used shelving. Amy contacted the town of Shrewsbury and they won't know if they will have any shelving available until later in the year, and even then it won't be available for taking until May of 2016. Williams College has nothing available, and the town of Hopkinton hasn't returned her call yet.

Don mentioned that he was contacted by Bob Gilchrist about shelving and other items that are available at the old Franklin High School. Don shared pictures of what is available and Andrew agreed to contact Bob about setting up a visit to look at the materials that are available available.

ACTION: Andrew will contact Bob Gilchrist to set up a time to visit the old Franklin High School to see if anything might be useful for the new Taft Public Library.

XII. Items not reasonably anticipated 48 hours prior to meeting

Paul mentioned that due to work and personal scheduling issues he will be stepping down as Vice Chair of the Committee. Don suggested that the Committee members consider filling in for Paul and that we should add a topic to the next meeting agenda to appoint a replacement. Kevin asked if those not interested should make their opinions known at this time, after which he, Amy and Don stated that they are not interested in the position. This item will be revisited at the next meeting.

XIII. NEXT MEETING

The next meeting will be held on Tuesday, July 15 at 7pm at the Taft Public Library. Agenda topics will include the Green Communities Grant status, the state budget

funding status, the septic system distribution box repair, the abatement site walk results, Worcester County Sherriff's Department demo work planning for September, a financial update, and nominations to appoint a new Vice Chair.

XIV. ADJOURNMENT

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden, to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:29 p.m.

Minutes by Don Morin