

Approved August 13, 2014

Taft Building Committee Meeting

July 29, 2014

Attending: Joe Cronin, Kevin Rudden, Dan Labastie, Moritz Schmid, Jay Washburn, Chuck Noel, Susan Darnell, Paul Fitzgerald

Also: Andrew Jenrich, Mary Bulso, Bill McHenry, David Eisen, Miks Karklins

Meeting was called to order at 7:06

A motion to approve the agenda was made by Kevin Rudden, seconded by Jay Washburn, and approved unanimously.

A motion to approve the minutes of the of the July 15, 2014 meeting was made by Dan Labastie, seconded by Jay Washburn and approved unanimously with one abstention.

Update on Green Communities Grant funding Process

Bill McHenry, Coordinator of the Green Communities Program, presented an overview of the process and the Committee generated a list of questions that they would like him to research. Mendon was awarded close to the maximum allowed for each town, with the Taft Library and 3 projects at Clough School receiving funding. Bill confirmed subsequent to the meeting that the HVAC system funded by the grant must be completed by April 30, 2015. This deadline will be extremely challenging to meet, given the time required for Abacus to prepare the construction bids and the public bid process; it is estimated that contracts for the renovation will not be signed until the end of this calendar year.

Bill explained the reimbursement process. An initial 25% of total funding will be disbursed. The Committee will document that the allocation has been spent and 50% will then be released. Again, after providing documentation of spending, the final 25% will be released. Although Bill will need to develop a process with the Town for the School projects, Taft already has a construction budget that will move along a separate track. Bill will need to research the differences mandated by the construction budget and public bid process as it is not typical of other projects funded by Green Communities. His salary expense is paid through a different allocation and will not impact our project award of \$111,000. His role is to be a facilitator to ensure that the process goes smoothly.

As required by the grant process, Bill must meet with the utilities within the next two weeks (N Grid) to identify incentives that can be applied to the project and add that value to the budget. Acquiring incentives also requires extensive documentation. Mary will attend the meeting if possible.

Guardian Energy would like to bid on this project but they will not be eligible to do so unless they are qualified by DCAM. David expressed concern over the tight timeline and asked if exceptions would be allowed, given the different scope of this project. Bid documents will need to specify if certain tests will be the owner's responsibility before they are released and the construction schedule will need to be

performed out of order. The Committee asked Bill to research if performance specs would be an acceptable alternative to proprietary specs. Bill also needs to see if the electrical systems needed to support the HVAC system were included in the grant. He was asked to provide a copy of the grant to the Committee.

Financial Update

State funding: Susan was in communication with Senator Moore's office today. The \$50,000 for replacement windows was not included in the Legislative override of the Governor's veto. The supplemental bill for last fiscal year's expenses is still in the House Ways and Means Committee and has not come to the Senate. The \$1.2 million included in the MBLC bond financing authorization was approved. There are several questions about the bond authorization- will it have an issue date, will it be only reimbursement for what the Town has spent, will it be an addition to the Town debt exclusion, etc.

Fundraising: At the Trustee meeting last week, a calendar of fundraising events for the year was sketched out, both to raise money and also awareness. The September meeting will be a joint meeting with the Friends of the Library to finalize the list and coordinate effort. The target is \$50K by opening day. Paul will send Susan information on the Hopkinton fundraising effort which was a multi-year process rather than a capital campaign.

Budget Review

Don had sent out a spreadsheet with multiple pages for the Committee's review. Jay presented an alternative in which he added back certain items targeted for savings and eliminated other expenses, resulting in a surplus of approximately 18K for review. After discussion it was decided that the Committee did not need to finalize a line item budget of projected expenses/savings at this time. Rather it was up to Abacus to advance the design and present a revised cost estimate to the Committee.

David was charged to work within the \$1.7M plus the grant, minus soft costs. The expense of upgrading the well and repairing/replacing the septic were not included in those figures, nor was the \$19,200 for the asbestos abatement. Therefore the total amount of funds that David has to work with is \$1,423,162. The expectation is that FF&E will need to be fundraised.

The Contingency line item continues to be inadequate; that line will decrease as the "committed expenses are incurred". Mary questioned if the abatement should be considered under Contingency rather than under Existing Conditions.

A motion for Abacus to proceed with the work under the ceiling of \$1,423,162 and to return with a revised cost estimate within six weeks was made by Kevin and seconded by Dan and passed by a majority vote, with Jay Washburn abstaining.

It was noted that there is water in the basement after two days of rain and the source is unknown.

Invoice approvals, etc.

A motion made by Kevin and seconded by Chuck was passed unanimously to pay ADC Spetic for \$75 for a porta-potty rental.

Moritz will remove the metal rails and place them in dumpster before it leaves.

It was noted that another porta-potty and dumpster will be needed for early September for the Sherriff's Department. Paul will investigate placing another dumpster for that purpose.

Two quotes have been received for the septic system but work can't proceed until the vegetation on the leach field has been cut back. Paul will work on it for a few hours on Friday if Kevin can provide his landlord's trimmer mower. The Highway Department's equipment is too heavy to drive on a leach field.

Susan arranged for an arborist to assess the vegetation and also the health of the trees on the site. The arborist recommended a multi-year plan to eliminate the Japanese knotweed which is growing around the leach field; it is extremely invasive and difficult to remove. It will require both cutting back and the application of an herbicide multiple times. Once the vegetation has been removed, the Parks Department will be asked to routinely mow it 3-4 times in season.

The maple trees planted by North Ave have been planted too deeply, impairing their health and vigor. They need to be excavated, checked for girdling roots, and the soil reduced to the proper level. Establishing a mulched bed underneath them will also help them and protect them from injury by mowers.

The Selectmen have awarded the contract for the asbestos abatement work to All State for \$19,200. The lawyers are in discussions reviewing the contract, and the contract is expected to be signed the 2nd or 3rd week of August, with work commencing at that time.

Sheriff's Department Demo Work

Moritz can get the hand tools dropped off at the end of August for early September for 6-8 people. Paul will have another dumpster provided for the demo work.

Items not Reasonably Anticipated

Mary has solicited bids to bring the well up to code and has received only one from D. Darling. Since the expense will be less than \$1,500, only best effort is required. Dan made a motion, seconded by Paul, to accept the bid and the motion was passed unanimously.

Andrew has communicated with the individual for the Eagle Scout project and has determined that the project does not need approval for several years.

NEXT MEETING IS SCHEDULED FOR August 13 at 7:00 PM at the Taft Library. Agenda items include a review with Bill McHenry and the approval of invoices.

A motion was made by Moritz and seconded by Kevin Rudden to adjourn the meeting at 8:25pm and passed unanimously.

Minutes by Susan Darnell