

Approved December 15, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, December 4, 2014
7:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid

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 Moritz Schmid at 7:00 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 – November 20, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Don Morin, to approve the meeting minutes from November 20, 2014.

DISCUSSION: None.

VOTED: Unanimous. Dan Labastie abstained as he was not present at the meeting on 11/20/14.

IV. Follow-up Discussion on 50% Design Review and Updated Cost Estimate

The Committee reviewed the budget summary prepared by Don to understand those areas of the cost estimate that were modified since our last meeting on November 20th. Overall the cost estimate was reduced by ~\$180K, leaving a shortfall of ~\$165K (excluding the cost of shelving). Paul mentioned that he believes that he can obtain donated flooring (tile and carpeting) for the project. He has a contact at Shaw Industries who he believes can provide the materials, and he is also working on getting the labor donated as well. Moritz stated that he can also help with getting VCT (vinyl composition tile). Paul asked Mary if he could get a copy of the drawings to provide to his contact to be sure he can obtain enough flooring material. Paul will also inquire about getting mechanical and lighting donations as well.

Given the possibility that Paul and/or Moritz can obtain some materials for the project, it's not clear how much of a funding deficit we really are facing. Everyone

on the Committee wasn't fully aware of all the items that were removed to get the cost estimate to where it is currently so Don agreed to summarize all the reductions by category and will share it with the full Committee so that everyone can review it and ask any questions that they may have. We will also use this list to approve and reject each item so that we have a track record of each item that is removed to get our budget in order.

ACTION: Don will summarize all the reductions in the cost estimate so that the Committee can determine whether to approve or reject each item at our next meeting.

Moritz asked if it would be possible to go out to bid with just the amount of funding we have available and then do more work later when additional funding might become available. Mary stated that she could talk with David Eisen about what things could be performed later as add alternates, e.g. siding. The Committee could treat them as additional items should funding become available. If funding isn't available, they could be performed if/when it does.

ACTION: Mary will check with David Eisen to list those items that could be performed at a later date if funding isn't available to do the work early in the project.

Paul asked what it would take to allow for volunteers to perform work once we have a general contractor in place. Mary said she would talk with David Eisen about this. She had discussions with him in the past about this as we knew we needed to understand this in order to utilize BVT resources in the future.

ACTION: Mary will check with David Eisen to determine what work if any can be performed with volunteers once a general contractor is hired.

Andrew mentioned that an ample amount of shelving is available from the Boston Public Library. All of it is six feet tall, but some of it could be cut down for the children's section, perhaps by BVT if we ask them to. We could also ask BVT if they could paint them and add some finishing touches to make them more suitable for children. Mary mentioned that shelving is also available from Holyoke Community College and the University of Massachusetts but not nearly as much as what is available at the Boston Public Library. It was asked what other types of furniture might be needed that isn't currently comprehended in the cost estimate. Mary will ask David for this. With regards to the donated shelving, Mary stated that she will obtain a quote from Sterling Movers to move it to the rectory.

ACTION: Mary will ask David Eisen to create a list of furniture that might be needed so members can potentially solicit donations.

ACTION: Mary will obtain a quote for moving shelving to the rectory for storage until it can be installed.

V. Financial Update

Fund Raising including flyers soliciting donations:

Amy did a wonderful job of putting together flyers to be used to solicit donations from the public. Moritz asked if she could add the quantity available for each item on the flyer for residents to review. He also suggested that a picture be placed on the front page of the flyer to grab the reader's attention. It was also asked how items that are taken on the list will be tracked so residents will know what items are left. It was suggested that this be tracked on the library website for anyone to see if possible. It was also suggested that we share the budget on the website as well, but not until after we put the project out to bid.

Now that David Eisen added a lot of information to the flyer, Amy will try to shorten it so that it will fit on a single page. Kevin suggested using an 11x17 size paper to show multiple sheets on a single sheet of paper. Susan asked if we should establish a deadline for soliciting donations. After discussion the Committee agreed that the flyer should be distributed in January with a deadline of May 1st so that donations are understood prior to the annual town meeting, just in case additional funding is requested then. Susan suggested that we consider sharing the information regarding soliciting donations via the Milford Daily News and WMRC radio in addition to the Town Crier.

Budget Review: The budget was reviewed earlier in the meeting.

Invoice Approvals: None

Chair/OPM Spending Authorizations: None

VI. Oil Tank Removal Update

Mary reported that she has a quote to remove all three oil tanks as we need to remove the two for the church and it appears that the one for the rectory may be leaking. The Committee agreed that we should remove all three and let the Board of Selectmen know about the third one since the rectory isn't the Committee's responsibility. However, since the tank is showing signs of leaking it needs to be removed.

VII. Review Open Items on Decision Action Log and Donation List

David – Contact MAAB to see what options might be available to maintain ADA accessibility compliance and save money at the same time.

- Mary reported that a lift would not be allowed but that a hydraulic elevator will save a good amount of money and is the preferred way to go.

David – Check into what savings may be available from a different type of siding on the building.

- A different type of siding (EIFS) is being proposed to reduce the cost of the project.

Amy – Complete draft of fund raising flyer and share with others to get it ready for a December issue of the Town Crier.

- The flyer was reviewed earlier in the meeting agenda.

Mary and Andrew – Meet with Kim Newman to get an understanding if additional funds might be available from the Town.

- Mary and Andrew met with Kim and informed the Committee that she is excited about the library project and is willing to go to Town Meeting to request additional funds if necessary. However, she also mentioned that she also wants to pursue completing the police station and may want to tie the two funding requests together.

Amy – Contact Home Depot to inquire about getting materials at cost.

- Amy reported that an online application for donations is available but she also contacted the local branch in Bellingham and someone there suggested that we just submit a letter on library letterhead asking for materials to be donated.

Mary – Contact Kim Newman about how to proceed with oil tank removal for the rectory.

- As mentioned above the Committee agreed to remove the oil tank for the rectory and to inform the Selectmen about it since it's not within the scope of the library project.

Kevin – Draft a thank you letter to Republic Services for their dumpster donations.

- Kevin stated that he has drafted a letter and will deliver it next Monday when he sees a representative of the company.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Andrew reported that the Regional School District has contacted him to offer some PC's to the library. Don offered to help Andrew determine what types of PC's the Regional District may have and then determine what to request.

ACTION: Don to assist Andrew with understanding what types and quantity of PC's are available from the Regional School District and to obtain whatever makes sense for the existing and future library. He'll also inquire about what will happen with the PC's that aren't taken by the library.

IX. Next Meeting Date, Time and Agenda

The next meeting will be held whenever David Eisen is available. Mary will contact David to find out if he is available on the 11th, 16th, 17th or 18th. She also asked if the Committee could move the start time to 6pm to better accommodate David since he has to come from Boston for the meeting. The Committee will send Mary questions about the list of items that have been removed for cost reduction as well as other items that we may want to reduce for discussion with David. Mary will also bring the list of items that can be considered “add alternates” for the Committee to review.

It was also asked when David needs to be finished to go out to bid, i.e. we're at 50% designs now...when is the design ready for putting out to bid?

Paul asked if the Cost Estimator can keep track of the changes that are made for each revision so that they can be tracked. Mary will check with David on this.

ACTION: Committee to send questions about cost estimate items to Mary ahead of the next meeting. She will also ask David to create a list of “add alternates” that can be pursued later if funding isn’t available, and will ask if the Cost Estimator’s changes can be tracked. We will discuss when David will be ready to go out to bid at the next meeting.

X. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:15 p.m.

Minutes by Don Morin