

**Approved December 4, 2014**

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Thursday, November 20, 2014  
7:00 p.m.

**Committee Members Present:**

Joe Cronin, Amy Fahey, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Paul Fitzgerald and Jay Washburn arrived at 7:05pm

**Others Present:**

Mary Bulso, OPM, Lamoureux-Pagano Associates  
Andrew Jenrich, Library Director, Taft Public Library  
David Eisen, Architect, Abacus Architects and Planners

I. Call to Order

The meeting was called to order by Joe Cronin at 6:58 p.m.

II. Approval of Agenda

**MOTION:** A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the agenda.

**DISCUSSION:** Don mentioned that Bill McHenry couldn't give his update in person but that he sent an email that Don and Joe who would share the update with the Committee for that agenda topic.

**VOTED:** Unanimous.

III. Approval of Meeting Minutes – September 23, 2014

**MOTION:** A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the meeting minutes from September 23, 2014.

**DISCUSSION:** None.

**VOTED:** Unanimous. Don Morin abstained as he was not present at the meeting on 9/23/14.

IV. Update on Green Communities Grant, \$6K Grant for Bid Specs and Design Services, and National Grid Incentives

Bill McHenry was unable to attend but sent the following update:

**From:** Bill McHenry [mailto:billmchmendon@gmail.com]  
**Sent:** Monday, November 10, 2014 12:20 PM  
**To:** David Eisen; Mary Bulso (TPL prj mgr)  
**Cc:** Don Morin (Mendon); Cronin, Joseph; moritz schmid  
**Subject:** Green Communities topics for next BC mtg.

David and Mary,

I have a conflicting meeting in Worcester on the 20th and unable to attend the Building Committee meeting. However, we still should be able to move forward with the two frontiers for the GC grant.

Please review what's below and 'reply all' with any questions or comment. If we're all understanding the next steps, my presence at the meeting should not be necessary anyway. Many thanks -  
Bill

Next steps:

1) Abacus will draw up a contract (with the Town) to do the design and bidding spec work for the HVAC. Parameters can be found in the OATA contract and the Green Communities grant award docs. DOER expects that this contract will originate from the vendor (Abacus) using vendor's contract forms.

Should the recommendations coming out of this work - (sizing the system, for example) - differ slightly from the Guardian Energy proposal, I need to communicate those differences to DOER to make sure we're in compliance with the grant requirements, or seek permission to alter the grant language.

2) Ensure that David and Mary understand how to navigate the process for identifying and procuring additional utility incentives. I'm willing to assist if needed. Someone has to go through the list of fixtures and equipment for which NGrid will offer rebates and select those that make sense.

**Bill McHenry**  
**Town of Mendon**  
**Affordable Housing Coordinator**  
**Green Communities Manager**  
ph: 508-970-4932  
cell: 508-259-3165  
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No trees were harmed by the generation of this email but several electrons were inconvenienced. However, please consider the environment before printing this e-mail.

David and Mary stated that they had everything they needed from Bill to proceed and that they would do so. National Grid rebates will be pursued after we are able to get the contract from Abacus to the town to secure the \$6K design and bid grant.

#### V. 50% Design Review and Updated Cost Estimate

David shared his updated 50% design plan cost estimate with the Committee. As of the meeting the new estimate showed a ~\$385K deficit versus available funding. This deficit does not include money for shelving, computers or extra furniture. David felt that modifications to the plans could be made to reduce this deficit to ~\$300K, but that we would need to make significant changes to save additional money.

The elevator poses another possible cost saving opportunity, potentially investigating a hydraulic one or a lift. David and Mary will pursue options that are available and will get back to the Committee on this. David will also contact the MAAB about what would be needed to gain a variance to ensure that ADA accessibility compliance is met with any new elevator solution.

**ACTION:** David will contact MAAB to see what options might be available to maintain ADA accessibility compliance and save money at the same time.

David also warned the committee that the water table is high and that Fred Lapham has proposed adding drains and sump pumps to the plans to address the issue. This could add additional cost to the estimate.

Paul asked the Committee if we wanted to try to “nickel and dime” our way to meet the budget or if we should consider reducing the square footage. He asked if we might consider only finishing the upper floor and leaving the lower level to the future. David stated that there aren’t a lot of savings in the lower level and that he doesn’t recommend this at this time.

At this point in the meeting (7:36pm) Jay Washburn departed.

Paul asked how donated materials would work, and Mary responded that any supplies that get donated need to be supplied up front with a contract to protect the Town in case the donations don’t materialize. We could pursue this but we would need to do so quickly.

When asked about savings in the siding David said he could look into stucco over insulation instead of cement planks to see what this might save.

**ACTION:** David to check into what savings may be available from a different type of siding on the building.

Amy updated the group about fund raising efforts planned by the Friends of the Taft Public Library. She has drafted a letter to solicit donations in exchange for having one’s name on a plaque inside the library. She agreed to share the draft with members of the Committee to prepare it as a flyer for the Town Crier. She will contact Michelle Sanford to align on the deadlines to get a flyer in a December issue of the Crier. David agreed to add some verbiage to the photos that he supplied for Amy to use in any future fund raising campaigns.

**ACTION:** Amy will complete draft of fund raising flyer and share with others to get it ready for a December issue of the Town Crier.

Andrew and Mary agreed to meet with Kim Newman to determine if the town would be able to provide additional funds to help narrow the gap between the available funds and the latest cost estimate. They’ll ask if she believes it is appropriate to ask the voters for some additional funds.

**ACTION:** Mary and Andrew will meet with Kim Newman to get an understanding if additional funds might be available from the Town.

Amy agreed to contact Home Depot to ask if they might be able to provide materials such as flooring, siding, dry wall, etc. at cost to the project. Mary and Andrew are still trying to obtain shelving from the Boston Public Library.

**ACTION:** Amy will contact Home Depot to inquire about getting materials at cost.

## VI. Plans for Septic System Leach Field Repairs

Mary reported that Fred Lapham believes that he can get the Board of Health to approve of getting the leach field repaired. He has the original plans to use for this request.

VII. Status of Well Water System Improvements to Bring Up to Code

Mary stated that Darling Well completed the improvements, and that the only thing left will be to test the water prior to getting an occupancy permit.

VIII. Oil Tank Removal Update

Mary has received a couple of bids for this work. There are three tanks, one of which supports the rectory. Mary will ask Kim Newman how to handle the removal of the three tanks since the rectory is not part of this project.

**ACTION:** Mary will contact Kim Newman about how to proceed with oil tank removal for the rectory.

IX. Financial Update

Update on Alternative Funding Sources:

No update on the \$50K in energy efficiency improvements, but it is believed that the Town has what it needs to recoup these funds.

Budget Review:

The budget was reviewed earlier in the meeting.

Invoice Approvals:

Joe informed the Committee that an invoice from LPA was received (#1318-1410) for \$1200 to cover October OPM services.

**MOTION:** A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve payment of \$1200 to LPA for October OPM services.

**DISCUSSION:** None.

**VOTED:** Unanimous.

Chair/OPM Spending Authorizations – None

X. Thank You Letters for Dumpster Donations

Joe asked Paul if he wanted a letter for his donations and he said no. Kevin agreed to draft a thank you letter to Republic Services for their dumpster donations.

**ACTION:** Kevin will draft a thank you letter to Republic Services for their dumpster donations.

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

Due to the time this item was postponed until the next meeting.

XII. Items not reasonably anticipated 48 hours prior to meeting

Moritz asked if snow plowing was all set for the winter. Joe replied that the Town now owned the building so that it would be taken care of.

XIII. Next Meeting Date, Time and Agenda

The next meeting will be held on December 4, 2014 at 7pm at the Taft Public Library. Agenda topics will include an update on the budget deficit from David (elevator, siding, other items), an update from Amy on fund raising and Home Depot materials at cost, and the meeting that Andrew and Mary have with Kim Newman, along with other standard topics.

XIV. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:51 p.m.

Minutes by Don Morin