

Approved January 6, 2015

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Tuesday, December 16, 2014  
6:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid.  
Paul Fitzgerald arrived at 6:55pm.

Others Present:

David Eisen, Architect, Abacus Architects & Planner  
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 6:20 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – December 4, 2014

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the meeting minutes from December 4, 2014.

DISCUSSION: Moritz mentioned that Paul Fitzgerald not only stated that he could get flooring materials donated, but that he was also looking to get the labor donated as well. Don will add that to the minutes.

VOTED: Unanimous as amended.

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

David Eisen explained to the Committee that the latest estimate had been reduced by another ~\$83K consisting mainly of the elevator (down from \$147.5K to \$100K) and a correction to the number used for the resilient flooring (\$15.7K math error correction) plus the 10% general requirements mark-up, the 13% overhead and profit mark-up, the 5% contingency and the 1.5% bond and insurance mark-up.

As the group reviewed the updated cost estimate Moritz asked if changes to the drawings could be tracked. David stated that they would be tracked, but not until we approve the 100% plans. Once we do that, we'll track any modifications that the Committee approves.

Paul asked about the need for a moisture barrier in the lower level and what impact it may have on the carpeting that he is getting donated. Mary stated that the current plans are to seal the concrete on the lower level, and that the type of carpeting that we select for the lower level will depend on the moisture situation. The hope is to control the moisture via mitigation outside the building. We will need to perform testing after the mitigation is implemented to see how much of a concern remains prior to installing flooring in the lower level.

**ACTION:** Paul will talk with his carpeting contact to understand what options are available for carpeting that could be used in the lower level where moisture could be a concern. He will also introduce his contact to Mary so they can discuss carpeting options for the project. Mary will take carpeting samples that Paul brought to the meeting with her and will work with David and Paul Puciata to discuss what to select.

**ACTION:** David will talk with his experts to determine how confident they are that moisture mitigation plans will address the problems in the lower level, allowing carpeting to be installed.

The group looked into possible ways of reducing the ~\$80K gap between available funding and the latest cost estimate. Paul is working to get carpeting donated (\$15,782 budgeted) and Moritz will get VCT donated (\$2061 budgeted). The Committee discussed other options such as painting and looking to use the Worcester County Sheriff's Office volunteers. After some discussion the group felt that this was one area where professionals should be used, especially upstairs. Mary thought that it wouldn't be a problem to get the Sheriff's Office volunteers to help paint the lower level in the fall of 2015. Mary also suggested that we approach BVT to inquire about building the circulation desk and back counter. These are budgeted at \$6671 and \$2329 respectively. David stated that he could provide designs for these items and Mary said she could contact BVT about their availability to perform this work.

**ACTION:** David to work with Mary on a plan to determine if BVT can provide finish carpentry work like building the circulation desk and/or back counter.

With regards to the items that were removed from the cost estimate to narrow the gap, the Committee felt that everything was okay with the exception of the skylights and the tempered glass. David was asked to restore the skylights and make the tempered glass an "add alternate". David will also look into less expensive tempered glass options.

**ACTION:** David will look into what options exist for more affordable tempered glass.

Since the group was comfortable that the budget gap was manageable, it requested that David proceed forward with the 100% design, MEP, architectural and civil plans. David thought he could have these by the end of January. These plans will include those items that will be owner provided, such as the flooring.

Susan asked what type of schedule this would lead to and David suggested that in the "best case" we would have 100% plans at the end of January to go out to bid, we

could then receive bids at the end of February, and we could have a contract signed with a General Contractor at the end of March. It will likely take a little longer than this, but this is something we can shoot for at this time. When asked about construction duration, David thought it would take about six to eight months. A subset of the Committee (Paul, Susan, and Andrew) agreed to meet earlier in January with David to review the latest designs and to understand how the library would function. The group will also discuss what items are not in the budget that will be needed to get the library ready for use, such as furniture items.

**ACTION:** David to set up meeting with Andrew, Susan and Paul to review the latest plans and ensure functionality is clearly understood. They will also begin to compile a list of furniture that is not currently included in the cost estimate.

Andrew informed the Committee that he is still working with the Boston Public Library on obtaining used shelving. Enough is available for the entire project but he has not received a commitment that we will get it yet. Mary agreed to contact the moving company who she will use to pick up the shelving and bring to the work site to see if they can help find out the status of the availability of the shelving. This company will be hired to disassemble, move and educate on how to reassemble the shelving.

At this time (~7:45pm) David Eisen left the meeting.

#### V. Financial Update

Fund Raising including flyers soliciting donations:

Amy stated that the flyers will be targeted for the January 19<sup>th</sup> issue of the Town Crier, and Susan stated that she intends to write a letter to the editor for that same issue. Andrew also stated that he informed the Town Administrator Kim Newman of the naming rights flyer and she told Andrew that she would discuss this with the Board of Selectmen to gain approval and to determine how to proceed. The Committee agreed that the item for naming rights of the library itself should be removed from the flyer.

Amy also explained that so far the following donations have been received: \$10K Kevin Rudden Challenge Fund and \$7K via Friends of Taft Public Library from the former regional library account. Several other fund raising efforts have resulted from things like the gingerbread house sale (~\$366) and the Mendon house tour (~\$1470).

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

**Invoice Approvals:**

The Committee received an invoice from LPA for OPM services.

**MOTION:** A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the payment of \$960 to LPA for OPM services for the month of November.

**DISCUSSION:** None.

**VOTED:** Unanimous.

The Committee received an invoice from Bill Slavin Oil Burner Service, Inc. for oil burner removal services.

MOTION: A motion was made by Chuck Noel, seconded by Dan Labastie, to approve the payment of \$1300 to Bill Slavin Oil Burner Service, Inc. for the removal of two 275 gallon oil tanks that supplied the former church (\$805) and the removal of one 275 gallon oil tank that supplied the former rectory (\$495).

DISCUSSION: None.

VOTED: Unanimous.

The Committee received an invoice from Abacus Architects & Planners for design services.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the payment of \$34,450 to Abacus Architects and Planners for the completion of the design development phase and 50% completion of the construction documents phase of the project.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations: None

VI. Oil Tank Removal Update

The Committee approved payment for the removal of the oil tanks (see above) as all three tanks were removed without incident.

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

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

- Amy reported last time that Home Depot would consider donating items to the project. She asked what types of donations the Committee should request, and it was suggested that she ask about plumbing items like toilets, sinks, fixtures, and hand dryers, as well as pavers. Amy will follow back up with the local store and will plan a site visit to discuss donations.

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

- Kevin stated at the last meeting that he had drafted a letter and was going to deliver it last week when he was going to see a representative of the company. Kevin wasn't able to make it to this meeting so we aren't sure if this happened.

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

- Don did this and the Committee reviewed and approved all the changes with the exception of the skylights and tempered glass as mentioned above.

Mary – 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.

- The team began to discuss which items could be performed later in the project if funding isn't available, and will continue to do so as 100% designs are created.

Mary – Check with David Eisen to determine what work if any can be performed with volunteers once a general contractor is hired.

- This item will be revisited once a General Contractor is hired and all “add alternates” are understood.

Mary – Ask David Eisen to create a list of furniture that might be needed so members can potentially solicit donations.

- David will meet with a few members of the Committee to review current plans and discuss items that will be needed to support the new building

Mary – Obtain a quote for moving shelving to the rectory for storage until it can be installed.

- Mary and Andrew are still working with the Boston Public Library to obtain donated shelving that can be moved to the site for future use in the new building.

Don – 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.

- Don reported that he hadn't made contact with the Regional School District yet but that he would do so and then report back at the next meeting.

Committee – 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.

- The Committee brought their items to the meeting and reviewed them with David.

#### VIII. Items not reasonably anticipated 48 hours prior to meeting

Don reported that Joe Cronin had contacted him about resigning from the Committee due to work requirements making it hard for him to commit to this volunteer activity. He also explained that he has reached out to Jay Washburn about his status but has not been able to connect with him.

Andrew asked when we should expect to open the new library given the current schedule and it was agreed that our current schedule has us on track for an opening in the January, 2016 timeframe.

#### IX. Next Meeting Date, Time and Agenda

The next meeting will be held on January 6<sup>th</sup> at 7pm. Agenda will focus on finalizing the plans for a flyer in the Town Crier to solicit donations from the public to help fund the project.

X. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:10 p.m.

Minutes by Don Morin