

Approved March 17, 2015

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Tuesday, March 3, 2015  
7:00 p.m.

Committee Members Present:

Susan Darnell, Amy Fahey, Dan Labastie (arrived at 7:05pm), Don Morin, Kevin Rudden, Moritz Schmid.

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 Moritz Schmid at 7:00 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – February 12, 2015

MOTION: A motion was made by Kevin Rudden, seconded by Don Morin, to approve the meeting minutes from February 12, 2015.

DISCUSSION: Don mentioned that he received some input from Susan Darnell about the minutes and that he amended them to include Susan's recommendations.

VOTED: Unanimously approved as amended, with Moritz abstaining as he wasn't present at the previous meeting.

IV. Review/Approve Final Design Drawings and Discuss Next Steps to Solicit Bids, including Process for Posting Bid Documents

David Eisen walked the group through the final design drawings. He stated that he is optimistic that an elevator can be purchased for <\$100K. He believed Otis elevator can deliver one for less than \$90K. Time will tell.

Bill McHenry is happy with the information obtained for the Green Communities Grant thus far. He will continue to work with Mary and David to ensure information is regularly shared as the project progresses.

Mary mentioned that she still needs the Town to answer some questions on the pre-spec check document being drafted by Abacus. Mary will follow up with the Town Administrator and/or the Town's counsel to get this document completed.

Mary reported that she has been in touch with BVT about building counters for the new building and that they said that they could support this work. The design documents will state that these counters will not be in the contract for the general contractor but that they will be supplied by the owner. Moritz submitted the online request for the work on the BVT website. David and Mary have provided BVT with information to build counters for the new building. The general contractor will mount brackets to support the counters.

As a follow up to our last meeting David pointed out the locations of thermostats in the new library building. There will be multiple thermostats on each level of the new library.

David pointed out that only one sill cock existed on the new building, and it was in the rear of the building. Susan suggested that we add one to the front of the building to allow for watering the landscaping around the A/C compressors. David agreed to do this.

David shared the lighting plans with the group. There will be LED fixtures above book stacks, in the small rooms, etc. He shared some pictures of hanging Pendalyte lighting, but they were hard to see. He will send better pictures to the group to review offline. The group still needs to understand what types of rebates might be available for the Committee to take advantage of to keep the costs down.

**ACTION:** David will follow up with Bill McHenry to determine if he can investigate what lighting rebates are available.

**ACTION:** David will send the Committee a link to Pendalyte lighting so all can review it.

**ACTION:** David will put the updated design plans into Dropbox for the Committee to review.

It was mentioned that there were still some large hanging lights left behind from the former church. The Committee should look into selling the lights to recover funds to support the project.

Moritz asked if the recessed lighting was checked against the abandoned ductwork in the ceiling to ensure they didn't interfere with one another. David believed it was done, but he will confirm for sure.

**ACTION:** David will check with Miks to confirm that the abandoned ductwork was modeled.

David was asked about the number of outlets that will be available for patrons to use. He wasn't certain but he agreed to validate the quantity and location of the outlets. The outlets can easily be put on the walls in the lower level, but on the upper level they will likely need to be put on the floor near the walls. David was asked if there will be data lines in the building or if the building would be completely wireless. David said that either was possible, and would check which way is the better direction to go.

**ACTION:** David will check with the electrical engineer and David Bouchard to see if we should put wired data connections in the building. He will also check on the number and location of electrical outlets.

**ACTION:** Andrew will check to see if wired or wireless network capability is preferred for the new library based on the services that will need to be supported.

Susan reported that the \$50K funding from the state was eliminated by Governor Patrick in his November 2014 9C cuts. This will create a funding shortfall for the project. The Committee still felt that the project should go out to bid so we can determine if we have a funding shortfall or not. Mary asked when the Annual Town Meeting was scheduled, and Don informed her that it was on May 1<sup>st</sup>, with the warrant closing on March 24<sup>th</sup>.

Next Mary and David discussed a schedule for putting the project out to bid. They suggested the following:

March 18 – bid posting in Central Register

April 8 – bids received from potential sub-contractors

April 22 – bids received from potential general contractors

Given that the project is possibly going to be short money, Susan asked if we should put an article on the annual town meeting warrant to ask for additional money from the town. The budget was already short ~\$75K prior to the loss of the \$50K funding, with a contingency of ~\$240K. After some discussion the Committee felt that an article for \$75K should be put on the warrant as a placeholder. The Committee will discuss this further at its next meeting and take a vote.

David and Mary suggested that the bid requests be submitted online using an online company. Abacus supplied three different firms that could support this work. Mary and David felt that BidDocs were the best selection, even though they were the most expensive. They provide great support, they are a known entity, they perform a review of documents for accuracy, grammar, spelling, etc. Their bid was for \$550. Moritz suggested that we also keep one copy of the bid documents in Town Hall for anyone to review if needed.

**MOTION:** A motion was made by Don Morin, seconded by Kevin Rudden, to use BidDocs for the posting of documents for the general contractor and sub-contractor bids.

**DISCUSSION:** None.

**VOTED:** Unanimous.

## V. Financial Update

### Fund Raising –

Amy informed the group that the Friends of Taft Library have collected ~\$33.5K in donations toward the project to date. \$20K is from naming rights, \$10K from the Rudden family as part of the donation match challenge, and \$3.5K from the former regional library fund. The Friends will send flyers to local businesses next.

## Budget Review:

No updates to the budget have been made, but Susan reported that the \$50K in funding from the state was eliminated by Governor Patrick in November as part of his 9C cuts. It's not clear if/when the Town was informed of this cut. This leaves the project potentially ~\$125K short, with ~\$241K in contingency.

## Invoice Approvals:

Moritz informed the Committee that an invoice was received from Abacus for \$4064.50 to cover the cost of Universal Environmental Consultants Professional Services who provided construction monitoring and air sampling services during hazardous material removal work. Their fee was \$3695 and a 10% coordination fee of \$369.50 goes to Abacus.

**MOTION:** A motion was made by Kevin Rudden, seconded by Don Morin to approve payment of \$4064.50 to Abacus to cover the cost of construction monitoring and air sampling services during hazardous material removal work.

**DISCUSSION:** None

**VOTED:** Unanimous

Chair/OPM Spending Authorizations: None

## VI. Review Open Items on Decision Action Log and Donation List

All open items were covered during the meeting.

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

Susan mentioned that the Town Accountant Claudia Cataldo contacted the Division of Local Services to raise a concern that an invoice approved in February violated the public bid laws. She also raised a concern that shelving did not fall within the original scope of the vote taken for the library renovation in September, 2012. Mary contacted the state and explained what happened and received word that what the Committee did was within the law as it was deemed an emergency. Also, the vendor used was on the state bid list. With regards to the shelving not being part of the original project, Don mentioned that the \$1.7M was based on an estimate put together by DRA, and the estimate included a line item for furniture, including shelving. A written response will be provided to the town regarding this complaint.

**ACTION:** Susan and Mary will draft a response to the Town with regards to the public bid law complaint while Don and Moritz will draft a response to the complaint about shelving not being part of the original project scope. These responses will be provided to the Town Administrator per her request.

Mary mentioned that the Board of Health found the approved septic system plans. ADC will review them and try to proceed with a proposal to use them to repair the system.

Mary mentioned that she thought we should receive a commitment letter from any vendor planning to donate materials to the project, and that we should also receive

approval from the building inspector prior to starting the renovation work. This is to ensure that we can install any donated items after the general contractor work is completed.

**ACTION:** Moritz will contact Paul Fitzgerald to ask him to get letters from the companies willing to donate materials and/or labor to the project.

Amy mentioned that Lowes is offering community grants up to \$25K. The grant window opens on March 30<sup>th</sup>. Home Depot also offers \$5K grants. Amy will follow up on both of these.

Andrew mentioned that snow has not been removed from the front access to the future home of the library. Moritz said he would follow up to see if the Town could clear the front entrance.

**ACTION:** Moritz will contact Alan Tetreault to see if the Town can clear the front access to the future home of the Taft Library.

VIII. Thank Susan Darnell for Her Services and Wish her Well

Susan stated that the closing on her home is currently scheduled for March 20<sup>th</sup>. The Committee decided to schedule a meeting prior to this date and will wish her farewell at that meeting.

IX. Next Meeting Date, Time and Agenda

The next meeting will be held on March 17<sup>th</sup>. Meeting will be used to review the bid documents, discuss how much money should be requested on the warrant for the Annual Town Meeting, and to wish Susan Darnell farewell.

X. 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 8:37 p.m.

Minutes by Don Morin