

Approved July 2, 2015

Taft Library Building Committee Meeting  
Mendon Upper Town Hall  
Mendon, MA 01756  
Thursday, May 14, 2015  
7:00 p.m.

Committee Members Present:

Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates  
Andrew Jenrich, Library Director, Taft Public Library  
Bill McHenry, Mendon Green Communities Grant Coordinator (left meeting at 7:43pm)  
Gaye Porciello, Friends of Taft Library President  
Leesa Michael, Friends of Taft Library Treasurer

I. Call to Order

The meeting was called to order by Moritz Schmid at 7:02 p.m.

II. Approval of Agenda

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

DISCUSSION: Don asked to move up the agenda topic on the sale of the vintage pendant lights to the Friends of the Taft Library section in case the Friends had to leave early.

VOTED: Unanimous.

III. Approval of Meeting Minutes – April 29, 2015

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the meeting minutes from April 29, 2015.

DISCUSSION: None.

VOTED: Unanimous.

IV. OATA Grant Update

Bill McHenry informed the Committee that the Mendon Board of Selectmen signed the OATA contract, securing the \$6K that was requested. The first \$1K was being released to the town immediately. Bill suggested that the town treasurer be notified of this to ensure that it is properly deposited into the Building Committee account. Don agreed to contact Linda Hawkes about this. The DOER (Department of Energy Resources) wants to see an invoice from LPA with the HVAC specifications that show the required energy efficiencies to collect the remaining \$5K funding. Mary will follow up with David about this.

ACTION: Don will contact the town treasurer Linda Hawkes to inform her that the \$6K grant will be arriving soon, with the first \$1K to arrive immediately.

**ACTION:** Mary will contact David about obtaining a copy of the HVAC specifications to include with the LPA invoice in order to secure the remaining \$5K funds.

V. Welcome Friends of Taft Public Library

**Fund Raising Update:** Leesa informed the Committee that the Friends have collected \$62,191 for the relocation project as of today, with another \$100 check on the way. Don asked how the Committee would be able to request money from the fund raising efforts to pay for future expenses. Leesa stated that the best way is to create an invoice from the Building Committee and submit it to her and she will issue a check to the appropriate recipient.

**Quantity and Levels of Donors:** Gaye informed the Committee that the Friends have been tracking the donations and requests thus far and have the following funds earmarked: \$1000 for an outdoor bench and \$1000 for a defibrillator. Another \$15K was given for naming rights for the children's area, and other areas have been named as well, so we need to be sure those areas are nicely finished despite having very limited funds for furniture. Gaye agreed to send the list of earmarked donations to Andrew who will share them with the Committee.

**Process of Ordering and Dedicating Plaques:** The Friends are looking into ideas for how to create the Giving Tree and Donor Wall and will look into what has been done in other towns. Other Committee members will do the same. Don suggested approaching local sign companies for their input. Perhaps a local company may give us some good suggestions and a good deal. Gaye also mentioned that the Lion's Club intends to give a percentage of their proceeds from the circus to the library renovation project. Gaye also asked if we considered doing a "name a brick" campaign. Mary stated that we didn't have any brick walkways planned for the project, and that the back patio was going to be poured cement, but Dan suggested that we look at the retaining wall in the rear. This topic can be added to a future meeting with David where options for the inside naming plaques will be discussed.

**ACTION:** Mary will set up a meeting between David Eisen, the Friends, Andrew and any committee members that might be able to make it during the day to discuss the naming rights plaques and potential name a brick fund raiser.

**Sale of Vintage Square Pendant Lights at Former Church:** Don mentioned that the Mendon Board of Selectmen will be discussing the future sale of the vintage square pendant lights at the former church. The ten lights are deemed "priceless" by a local consigner and there is hope that they could be sold to recover some funds for the project. Don stated that one option is for the Board of Selectmen to give the lights to the Friends to sell and for the funds to be then sent back to the Town. He asked if Gaye and Leesa would be supportive of this, and they stated that they would help try to sell the lights, provided that the funds go back toward the library project. Don stated that he would let the Board of Selectmen know this if asked on Monday night. Don also agreed to send the information obtained on the lights to Gaye and Leesa for their review.

**ACTION:** Don will send the information he has on the vintage square pendant lights to Gaye and Leesa.

## VI. Financial Update

Fund Raising: This item was covered earlier in the meeting (see above).

Budget Review – Status of Debt Exclusion and Funding Situation:

Moritz informed the Committee that the debt exclusion for \$75K was approved by the voters on Tuesday by a vote of 686 to 620. This money, coupled with the fund raising dollars, will cover the ~\$108K budget deficit the project was facing. Moritz also mentioned that Representative Fernandes sent the Committee a letter informing us that the \$50K energy improvement grant was added into the FY16 budget as an earmark. It will take a couple of months to learn if it survives the budget approval process as it moves through the Senate and on to the Governor.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from Lamoureux Pagano for OPM services for the month of April in the amount of \$1200.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$1200 to Lamoureux Pagano for OPM services for the month of April.

DISCUSSION: None

VOTED: Unanimous

Chair/OPM Spending Authorizations: None

## VII. General Contractor Update

Mary stated that the General Contractor, GTC Construction Management is ready to start submittals but that the town has yet to issue its notice to proceed. Don mentioned that the Mendon Board of Selectmen will be doing so at its Monday night meeting, after which we can expect that the contract will be finalized.

## VIII. Posting of Construction Progress Pictures on Mendon Town Website

The Town Administrator has approached the Committee requesting that we submit pictures to Dan Byer, webmaster for the Town's website, to track progress of the project. Mary and Moritz, along with Joe Cronin, have offered to go by the site regularly after their work day to monitor progress and to take pictures. At the last meeting Kevin Rudden also offered to take pictures of the construction progress. Moritz suggested that we come up with a process for approval of pictures and/or a blog to ensure that we're posting appropriate and timely information to the Town's website. We will follow up on this topic at the next meeting.

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

### 1. Availability of PC's from Regional School District

- Don stated that due to the failure of the override to fund the school budget, it is unlikely that that PC's will become available for the library.

Leesa suggested we consider looking at techsoup.org. They offer low cost hardware and software to non-profits and charities, and the Friends have already registered with the site. Leesa and Don agreed to look into this site to learn more about what's available.

2. BVT support for counters in circulation areas

- Don stated that he spoke with Tom Belland the he informed Don that BVT does not have the ability to build counters, and that they can only commit to building the frames. Moritz will follow up on his request to ensure that we know exactly what BVT will be committing to, when the work can be performed, and what expenses the Committee will need to cover. Mary asked Dan if Koopman Lumber ever donated excess counter materials or other items to non-profits like the library. Dan said that he would check.

ACTION: Dan will check if Koopman Lumber might donate excess counter (or other) materials to non-profits like the library project.

3. Sale of vintage square pendant lights at former church

- This item was covered earlier in the meeting.

4. Certificate of occupancy from Building Inspector without flooring

- Moritz read an email from the Building Inspector that stated that "finished flooring is not required for occupancy" permits. This item is now closed.

5. Use of rectory in lieu of construction trailer by GC

- This item will be on the agenda for the Mendon Board of Selectmen to consider at its meeting on Monday, May 18th. Mary stated that while this came up at the walk-through, it's not certain that the GC will actually use the rectory. Time will tell.

X. Items not reasonably anticipated 48 hours prior to meeting

Moritz reminded the Committee members that if they have not yet completed the Ethics training on the state's website that they should do so as soon as possible. This deliverable was to have been completed in April.

Moritz and Mary suggested that we schedule a "ground-breaking" ceremony to kick off the renovation activities. After some discussion it was suggested that we target this for on or about June 11<sup>th</sup>, dependent on availability of local officials. Don agreed to ask the Board of Selectmen about this on Monday night. Suggested attendees will be Representative Fernandes, Senator Fattman, the Trustees, the Friends, the Building Committee, the Board of Selectmen, the Town Administrator, Andrew, Mary, David Eisen, and the local press.

XI. Next Meeting Date, Time and Agenda

The next meeting will be held on June 11<sup>th</sup> at 7pm. The meeting will be used to discuss naming rights and posting of plaques for donors, the status of the ground

breaking ceremony, a financial update, a discussion on the process for posting pictures to the Town website, and a review of the Decision Action Log.

XII. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:07 p.m.

Minutes by Don Morin