

Approved August 6, 2015

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, July 2, 2015
7:00 p.m.

Committee Members Present:

Amy Fahey, 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 – May 14, 2015

MOTION: A motion was made by Dan Labastie, seconded by Amy Fahey, to approve the meeting minutes from May 14, 2015.

DISCUSSION: None.

VOTED: Unanimous, with Kevin Rudden abstaining as he wasn't present at the May 14 meeting.

IV. OATA Grant Update

Bill McHenry has been in touch with DOER and is submitting a letter to inform them of the status of the energy efficient heating and cooling system. As soon as more detailed specifications on the actual system that is being installed are available, Bill will submit them to the state. The initial \$1000 has been issued to LPA, with the remaining \$5K to become available when the specifications are submitted.

V. General Contractor Status

Mary informed the Committee that the contract with the general contractor (GTC) has been signed and they plan to mobilize starting Monday, July 6th. They still need a Notice to Proceed from the town, and Mary will follow up with Diane Willoughby on Monday to request this. The contractor will change the locks to secure the site, and will provide keys to Mary and Moritz to allow access if needed.

The contractor plans to remove the pendant lights on Wednesday, July 8th. Mary asked Don to follow up with the town to ensure that someone is available to take receipt of the pendant lights and to secure them for safe keeping. Kevin stated that he would be available in the morning on the 8th if his support is needed.

ACTION: Mary will contact Diane Willoughby to request a Notice to Proceed for the General Contractor to start on Monday.

ACTION: Don will contact Kim Newman and Linda Hawkes to inquire about the town's availability on Wednesday, July 8th to take receipt of the pendant lamps from the general contractor.

VI. Financial Update

Fund Raising: Andrew informed the Committee that the Friends have collected ~\$64K to date to go toward the building project. He also stated that a local company offered to provide windows and included labor to the project. Unfortunately, it is too late to do this as the windows have already been purchased by the subcontractor, and the windows are custom sized. Mary and Andrew will follow up with the donor to thank them for their offer but to let them know that it's too late in the process to accept the generous gift.

Don suggested scheduling a meeting for an upcoming Friday when David and Mary are on site to discuss plaque naming rights. Mary will check with David and Andrew will check with the Friends to confirm availability on either July 17 or July 31. Once a date is chosen, Don will contact Mendon resident Karen Mullen to ask if she is available to participate in the discussion. Karen owns Signs Plus in Milford and has done work for Milford Hospital with wall plaques. Upon request she agreed to participate in the discussion to share her ideas with the Committee.

Budget Review: No update. The Committee will review the budget as the project proceeds through the construction phase.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from Lamoureux Pagano for OPM services for the month of May in the amount of \$960.

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

DISCUSSION: None

VOTED: Unanimous

Chair/OPM Spending Authorizations: Since the Committee did not have a quorum for a meeting on June 11, Moritz approved payment of several invoices for work that was previously authorized. These included \$15,700 to Abacus for the second payment of the construction documents phase that was accidentally missed back in March, \$900 to Allstate Asbestos Abatement for the removal and disposal of asbestos floor tiles, and \$1739.96 to Abacus for the Bid Docs Online charges for the general contractor bid posting. Moritz also approved the invoice submitted by LPA

for the \$6K OATA grant mentioned above. Although it wasn't necessary, a formal motion was made by Kevin Rudden and seconded by Dan Labastie to authorize payment of these invoices after the fact. The motion carried unanimously.

VII. Posting of Construction Progress Pictures on Mendon Town Website

Mary agreed to share the weekly pictures that she will be taking to track progress of the construction work with Moritz who will select a few, add some comments, and then send them to Dan Byer for posting to the town's website.

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

1. Community grant update from Friends (Lowe's, Home Depot, etc.) – Amy
 - Amy reported that Home Depot will not be an option for donations but that the deadline for a response from Lowe's has passed. Amy will have an update on this item at the next meeting.
2. Availability of PC's from Regional School District – Don
 - Don has been in contact with Jay Byer from the Regional School District and because the operational override failed in Mendon in May, new PC's could not be ordered so the availability of used PC's will be pushed one year. The committee will have to pursue other options for PC's or wait till June of 2016. This topic will be added to a future meeting agenda.
3. BVT support for counters in circulation areas – Moritz/Don
 - Don spoke with Tom Belland and he stated that BVT could support the counters of the "non-circulation desks" in the fall. Moritz will follow up with the school as we get closer to the fall semester to schedule the work.
4. Sale of vintage square pendant lights at former church – Don
 - See above for an update on this action item.
5. Plans for engaging flooring donor to prepare for installation – Paul/Mary
 - Mary will follow up with David to see if he has been in contact with the flooring company.
6. Availability of lighting rebates to replace florescent fixtures on lower level – David
 - This item will be reviewed with David in the future.
7. Validate that existing water supply will be sufficient for the new library – Mary
 - Mary suggested that we add this to the list of items to review with the Board of Health when we are put on their agenda during the month of July (see below).
8. Donation of excess counters or other materials from Koopman Lumber – Dan

- Dan checked but unfortunately this is not an option.
9. Contact Parks Dept. regarding mowing lawn in leach field area – Andrew
- Andrew did this and the Parks Department has been maintaining the area.
10. Contact Board of Health regarding approval for septic repairs – Don
- Don has been in contact with the Board of Health and they will add us to their agenda at either their July 15th or July 29th meeting.

IX. Items not reasonably anticipated 48 hours prior to meeting

Mary mentioned that the first invoice from GTC has been submitted to David Eisen for review. It will be approved by Moritz and Mary offline as it is expected to be below the amount the committee authorized for the Chair and OPM.

Don mentioned that the ground breaking ceremony took place on June 24 before the Special Town Meeting and that it went well. Moritz did a great job hosting and Andrew made a wonderful speech. Mary suggested that it be published, and Andrew said he provided it to the Town Crier. He will also send it to the full Committee so that those who missed the ceremony can read it.

X. Next Meeting Date, Time and Agenda

The next meeting will be tentatively scheduled for July 28th at 7pm. The meeting will be used to discuss naming rights and posting of plaques for donors, a financial update, an update on the process for posting pictures to the Town website, a status update on construction progress, and a review of the Decision Action Log. Don will check with the Committee as we approach this date to ensure a quorum will be available.

XI. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:41 p.m.

Minutes by Don Morin