

Approved September 22, 2015

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Tuesday, September 1, 2015
7:00 p.m.

Committee Members Present:

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

Others Present:

Andrew Jenrich, Library Director, Taft Public Library
Mary Bulso, OPM, Lamoureux-Pagano Associates
Corin Cook, Milford Daily News

I. Call to Order

The meeting was called to order by Moritz Schmid at 7:04 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 – August 6, 2015

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the meeting minutes from August 6, 2015.

DISCUSSION: None.

VOTED: Unanimous.

IV. Construction Update

Mary informed the Committee that we will be receiving a change order from the general contractor regarding the stairs at the front and side of the former church. The contractor discovered a second set of stairs and additional concrete under both sets of stairs that required additional machinery to perform the demolition work. In addition, extra work was required to cut through an additional 10” slab under the existing 4” slab to allow for the installation of the elevator. Mary expects to receive the change orders by the end of the week.

Excavation around the perimeter of the building has begun and will continue in order to support the installation of drains and to water proof the building. The extra demolition work mentioned above has put the project a couple of weeks behind, but Mary still expects that everything will be completed by the end of the calendar year.

Mary mentioned that testing of the existing wall system to allow additional materials to be installed without causing significant damage to the stucco will be needed. The testing is expected to cost ~\$400. This item will come through Abacus as a pass through cost via the architect.

Don asked about getting a schedule for review and Mary stated that she would have one for the next meeting.

ACTION: Bring project construction schedule to the next meeting. – Mary

V. Financial Update

Fund Raising:

The Friends have collected ~\$70K to date to go toward the building project with the recent addition of \$5000 for the naming rights for the upstairs circulation desk. The Friends are planning a spirits night on October 6th at the Town Hall and library, and they are still finalizing plans for a cow chip bingo fund raiser on November 7th. This event will take place from 10am – 2pm at Memorial Park in Mendon. They have sold all of the larger sponsorships (\$1000, \$500, and \$250) but they are still looking for \$50 sponsors. Andrew also mentioned that if organizations want to set up a table at the event, they can see him for information.

Andrew and the Friends met with Mary, David and Karen Mullen of Signs Plus on Friday, August 7th to discuss plaques for the naming rights for those who donated money toward the project. They discussed having a local artist paint a tree on the wall with the plates stuck to tree branches. They will list all donors on one wall and additional plates for those areas that are specifically named. The Friends are following up with donors to validate the names on the plaques to insure that they have accurate information.

Budget Review:

Don shared an update on the budget. Spending to date is tracking per plan, but Don reminded the group that the budget does not contain any money for furniture, computers, or other equipment so the donations from the Friends will be needed to cover these items.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from GTC Construction Management for General Contractor services for August in the amount of \$24,455.

MOTION: A motion was made by Moritz Schmid, seconded by Dan Labastie to approve payment of \$24,455 to GTC Construction Management for General Contractor services for the month of August.

DISCUSSION: None

VOTED: Unanimous

Moritz informed the Committee that an invoice was received from Lamoureux Pagano for OPM services for the month of July in the amount of \$1440.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$1440 to Lamoureux Pagano for OPM services for the month of July.

DISCUSSION: None

VOTED: Unanimous

Chair/OPM Spending Authorizations:

Nothing was approved by Moritz and Mary since the last meeting.

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

1. BVT support for counters in circulation areas – Moritz
 - Moritz will follow up with the school to schedule the work for the fall semester.
2. Sale of vintage square pendant lights at former church – Don
 - While the Town advertised the lights, there were no bidders. Therefore they will be turned over to a consignment shop in hopes of selling them that way. Since it isn't clear if/when they will be sold, a placeholder will not be requested for the upcoming Special Town Meeting to allow for transfer of the funds to the Renovation Project.
3. Plans for engaging flooring donor to prepare for installation – Paul/Mary
 - Mary and Paul will meet with David in September to discuss plans for engaging the donor of carpeting materials and labor.
4. Posting of Construction Progress Pictures on Town Website – Moritz
 - Moritz sent some pictures to Dan Byer and Kim Newman to have them posted to the Town website. He will continue to copy the Committee on his messages as he sends them to the Town for posting.
5. OATA Grant Update (after HVAC specs received) – Bill M/Moritz
 - The remaining \$5000 from the OATA grant has been received by the Town. Don will re-submit the LPA invoice to request payment.
6. Set up a meeting where Don and Moritz will meet with Linda Hawkes (Town Treasurer/Collector) to discuss time needed for requests to pay invoices for large expenditures. – Don

- Don and Moritz met with Linda Hawkes. A new form is being used to request payments to ensure that the proper accounts are being used when payments are made. No specific time is needed per Linda, as she will just move funding around if needed.
7. Finalize the schedule of spending to the general contractor and send it to Don who will share it with the Mendon Treasurer / Collector Linda Hawkes to allow her to properly plan for future payments. – Mary/Moritz
 - Mary and Moritz will recommend the appropriate meeting dates as the project progresses. No specific schedule is needed by the Treasurer / Collector.
 8. Contact the Board of Health to inquire about approval to use the existing septic system plans to perform the necessary repairs. – Don
 - Don received an update from the Town Engineer allowing for the existing septic plans to be used. Once the Parks Department clears the vegetation at the site, the work can proceed, provided the contractor works with the Town Engineer to allow for inspections as things progress.
 9. Contact Bill McHenry to inquire about how the Committee will obtain funding from the Green Communities Grant. – Don
 - Bill McHenry sent the appropriate procedures needed to obtain the funding to Moritz and Don. The funding becomes available as the project progresses, with a certain percentage of the funding at various stages of the project.
 10. Relay the results of the Committee discussion regarding the abutter to the property to Andrew so he can follow up with them. – Don
 - Don shared the information with Andrew who relayed them to the property owner.

VII. Items not reasonably anticipated 48 hours prior to meeting

Nothing new to report.

VIII. Next Meeting Date, Time and Agenda

The next meeting will be scheduled for Tuesday, September 22nd at 7pm. The meeting will be used to get a status update on construction progress, a schedule for the remaining work to be completed, an update on the naming rights and posting of

plaques for donors, a financial update, 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.

IX. 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 7:55 p.m.

Minutes by Don Morin