

Approved February 11, 2016

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Thursday, January 14, 2016  
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  
Corin Cook, Milford Daily News

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: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – December 7, 2015

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel, to approve the meeting minutes from December 7, 2015.

DISCUSSION: None.

VOTED: Unanimous.

IV. Construction Update

Mary Bulso was unable to attend the meeting but she did send an update via email. No additional change orders have been brought forward. The project will now be delayed until late April. Due to the high ground water table, water is filling the elevator pit and freezing. The pit has about four feet of ice in it. This problem will be resolved when grading of the site is complete and a pump installed, but until then the ice will delay the construction. In other areas, the siding work has been slow due to the varying conditions of the exterior, but it is nearly completed. The final exterior painting won't take place until the warmer weather of the spring. The piers have been poured for the front porch deck.

Moritz added that he was at the site and the duct work is in, the sub floor is going into the upper level, the back wall work is complete with the windows installed and the final front windows are going in now.

## V. Financial Update

### Fund Raising:

The Friends have collected ~\$86.7K to date to go toward the building project, with ~\$33.5K earmarked for those who requested naming rights for various sections of the new building.

### Budget Review:

Don explained that the budget is still in the black with ~\$70K that is not yet committed, assuming that the state provides the earmarked \$50K for the energy efficient windows. Don and Moritz filled out paperwork to request the \$50K from the state at the request of Kim Newman, and Kim submitted it to the state, so they are cautiously optimistic that the funds will be received soon.

Amy mentioned that the Trustees approved the use of \$20K from state aid to go toward the renovation project. Moritz explained that Amy, Don, Andrew and he met with the Friends the prior week to discuss the roles of all the parties moving forward. The Building Committee is responsible for the building only. A limited amount of funding is available for moving expenses, but the furniture line item in the budget was zeroed out early to help balance the budget. Moritz explained that the Friends will take over and drive the efforts to move the existing collection and to acquire furniture for the new building. Building Committee members can help, but it is better for the Friends to drive this effort once the building occupancy permit is obtained. Amy explained that the Trustees agreed to allow Andrew and Tara Windsor to be the decision makers when it comes to furniture, shelving, etc. on behalf of the Trustees. The process will work as follows: Friends propose a solution, Andrew/Tara will approve, and the Trustees will be notified and/or consulted as needed. The Trustees will also set priorities for the Friends with regards to what items will be needed. David Eisen from Abacus offered to meet with the Friends, Andrew and Tara on any Friday that he visits the site to provide advice and answers to any questions that may arise.

Andrew informed the committee that Robert Lord Company inspected the donated shelving and stated that it couldn't be cut down or made into a single-sided shelf for use against a wall. This means that the shelving wouldn't be useful in the upper children's level. Amy put Andrew and the Friends in touch with Tom Mulvey from Systematics. He is from Millville and is familiar with this shelving. He said it is easy to cut down and use against a wall. He has done this type of work at the Groton library. As long as the shelving is secured to the floor this won't be an issue. We would just need to add tops and end caps, greatly reducing the expense. Mr. Mulvey will also provide contacts for other furnishings and fixtures. David Eisen sent CAD drawings to Mr. Mulvey for him to review. His support is greatly appreciated.

### Invoice Approvals:

Moritz informed the Committee that an invoice was received from Abacus Architects and Planners for a portion of the construction phase of architectural services in the amount of \$3014.40.

MOTION: A motion was made by Chuck Noel, seconded by Dan Labastie to approve payment of \$3014.40 to Abacus Architects and Planners for a portion of the construction phase of architectural services.

DISCUSSION: None

VOTED: Unanimous

Moritz informed the Committee that an invoice was received from GTC Construction Management for General Contractor services for December in the amount of \$131,269.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$131,269 to GTC Construction Management for General Contractor services for the month of December.

DISCUSSION: None

VOTED: Unanimous

Moritz informed the Committee that an invoice was received from Lamoureux Pagano for OPM services for the month of December in the amount of \$80.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve payment of \$80 to Lamoureux Pagano for OPM services for the month of December.

DISCUSSION: Don explained that this was all that remained on the contract with LPA. If any additional invoices are submitted, an additional source of funding needs to be worked out between LPA and the Town. Moritz stated that Mike Pagano has been in contact with Kim Newman about this to determine next steps. The Committee feels that LPA has provided excellent support and that it's unfortunate that the project has been delayed. This has caused Mary to spend more time on the project than originally anticipated.

VOTED: Unanimous

Moritz informed the Committee that a service proposal has been received from National Grid to install three 25 KVA transformers and a 90 foot 1/0 Quadn and meter. Verizon will also replace P25 and push brace. The cost will be \$3249.82 and the proposal was signed by Kim Newman and returned. An invoice is expected soon. The building project will need to pay for this work.

Chair/OPM Spending Authorizations:

None

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

1. BVT support for counters in circulation areas – Moritz
  - Moritz stated that BVT does not have the capability to build the counters and that he is looking into other options at this time.
2. Plans for engaging flooring donor to prepare for installation – Paul/Mary

- Mary and Paul still need to meet with David to discuss plans for engaging the donor of carpeting materials and labor.
3. Check to see if the \$6000 OATA grant has been completely received by LPA – Mary
    - Don explained that the payment was accidentally overlooked by the Town Accountant but that it was on the warrant earlier in the week and payment should be sent next week.
  4. Look at the shelving and take pictures to understand what will be needed to move it and have it assembled – Moritz/Andrew
    - This item is being worked. See shelving update above.
  5. Look into potential MLC grants, Tech Soup, Edge and local consortium members for computers – Andrew
    - Computers are still being looked into. Don stated that he has contacted Jay Byer from the Mendon-Upton Regional School District and that the schools will be able to provide used PC's to the Town at no cost after the school year ends in June. Don will work with Jay to secure some PC's for the library.
  6. Check with David to ensure that the cut sheets for the HVAC system have been approved and are ready for release to Bill McHenry so he can share them with DOER as part of the Green Communities Grant reimbursement process. – Mary
    - Mary wasn't in attendance so this item was passed over.
  7. Follow up with the Town of Milford to determine what surplus materials might be available at the Woodland School and let Andrew know if anything might be useful for the new library – Kevin
    - Kevin wasn't present so this item was passed over.

VII. Review/Approve 2015 Annual Report for Submission to the Town

Kevin Rudden created a draft annual report and Don made some minor modifications and the Committee reviewed the draft.

MOTION: A motion was made by Dan Labastie, seconded by Chuck Noel to approve the 2015 annual report drafted by Kevin Rudden and revised by Don Morin.

DISCUSSION: None

VOTED: Unanimous

VIII. Items not reasonably anticipated 48 hours prior to meeting

Nothing new to report

IX. Next Meeting Date, Time and Agenda

The next meeting will be scheduled for Thursday, February 11<sup>th</sup> at 7pm. The meeting will be used to get a status update on construction progress, 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.

X. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:48 p.m.

Minutes by Don Morin