

Approved March 14, 2016

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Thursday, February 11, 2016  
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden.  
Moritz Schmid arrived at 7:21pm.

Others Present:

Andrew Jenrich, Library Director, Taft Public Library  
Mary Bulso, Owner's Project Manager, Lamoureux-Pagano Associates  
Bill McHenry, Green Communities Manager, Town of Mendon  
Corin Cook, Milford Daily News

I. Call to Order

The meeting was called to order by Don Morin at 7:01 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 – January 14, 2016

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from January 14, 2016.

DISCUSSION: None.

VOTED: Unanimous. Kevin and Paul abstained as neither was present.

IV. Construction Update

Mary informed the Committee that one final change order is expected to address a water drainage issue. The existing external perimeter drainage is working well. It was originally plugged, but once the issue was addressed lots of water is now running off to the retaining pond. Unfortunately, a second source was identified that is filling the elevator pit with water. A change order to install an interior perimeter drain with an interior manhole is being developed. The manhole will be located in the lower level in the corner of the building between the bathroom and elevator. It can easily be covered with a plant or something to hide it from view. Mary is expecting the change order and projected cost soon. The change should not impact the project timeline but we can't be sure until we receive the change order. Fred Lapham of Shea Engineering has been working at the site a lot the past couple of weeks and has been providing excellent support to the project at no additional cost to the town. Mary spoke very highly of Fred's work.

Students from Blackstone Valley Technical Regional High School have been making unannounced trips to the site so students can tour the construction work. GTC has been great, welcoming the students whenever they arrive. The siding on the building is proceeding, and it will be painted in the spring. The project completion is still targeted for the end of April.

Since Moritz hadn't arrived at the meeting yet, Don suggested covering the open items from the Decision Action Log next and then circling back to the financial update when Moritz is present.

- V. Review Open Items on Decision Action Log and Donation List
1. Support for counters in circulation areas – Moritz
    - Don informed the group that Moritz was still working on options for the counters, with David Eisen working with BVT to see if they will be capable of making them. If not, Moritz has other options he is pursuing. We can get an update when Moritz is available.
  2. Plans for engaging flooring donor to prepare for installation – Paul/Mary
    - Paul suggested a meeting be held with David Eisen, Mary, the carpet supplier (Shaw Carpet), the installer (Pavilion Flooring), and Paul during the first week of March. Paul agreed to work with Mary to coordinate a visit to the site for all parties during that week.
    - Paul asked if a color scheme had been worked out for the interior yet. Andrew stated that he would be meeting with David and Tom Mulvey (shelving installer) on Friday the 12<sup>th</sup> to start discussing shelving placement and a color scheme.
    - Mary mentioned that Moritz was coordinating the VCT donation for the non-carpeted areas.
  3. Check to see if the \$6000 OATA grant has been completely received by LPA – Mary
    - Mary confirmed that full payment has been received by LPA. This item is now closed.
  4. 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
    - Bill was in attendance and asked about the status of the HVAC installation. Bill needs documentation that shows money has been paid in excess of the ~\$112K Green Communities Grant so he can request payment. He would like to close this item out prior to March 1<sup>st</sup> so that Mendon can apply for additional grants in the next cycle. Mary stated that she could take pictures of what has been completed to date, but that March 1<sup>st</sup> might be too aggressive to complete the work needed by Bill.

- Don agreed to provide Bill with the HVAC cost information that is included in the GTC project plan, and Mary agreed to try to obtain a bill of materials for the HVAC system.
5. 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 stated that the Milford Youth Center took most of the available furniture and that other Milford town departments took the rest, so nothing was made available to neighboring towns.
  6. Follow up on usage of existing shelving – Andrew
    - Andrew explained that is working with Tom Mulvey from Systematics on the shelving installation. Tom has experience with this type of shelving. Andrew has provided Tom with a list of the shelving that is “absolutely needed” as well as a “wish list” for other shelving related items. Tom has been in contact with David Eisen and is working to ensure that the shelving placement will meet all aisle width and ADA requirements.
  7. Follow up on availability of PC’s – Don
    - Don explained that he has been in contact with Jay Byer, Business Manager for the Mendon-Upton Regional School District who stated that PC’s will become available at the end of the school year at no cost. Don has also been in contact with Lawney Tinio who offered to help configure the PC’s with the proper software at little cost by using Tech Soup. Don will work with Andrew to identify the quantity of PC’s needed and will then work with Jay to secure that quantity, plus an extra one or two.

## VI. Financial Update:

### Fund Raising:

The Friends are closing in on \$90K to go toward the building project. Andrew and Tara (children’s librarian) will make decisions on what is needed for the new building and how to prioritize the items. The Trustees will be notified on their desires and will be available for consulting if needed. The Friends are looking into the cost of needed furniture and will determine if they have enough money to supply everything on the “must have” list and/or the “wish” list.

Amy reminded the Committee that the Trustees have also approved the use of an additional \$20K from state aid to go toward the building project.

### Budget Review:

Don explained that there has been no change to the budget situation since the last meeting, with the project having ~\$70K in uncommitted funds to date, assuming that the \$50k is provided by state. With regards to the \$50K from the state for the energy efficient windows, a formal request for the funds was submitted and the town is waiting to receive the first 50% of the funds. Don explained that he has been in contact with Ken Willette, aid to Representative John Fernandes and he

assured Don that the town will receive the funds and will help track the payment to completion.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from Abacus Architects and Planners for soil testing and compaction work by UTS plus a 10% coordination fee in the amount of \$577.50.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$577.50 to Abacus Architects and Planners for soil testing and compaction work by UTS plus a 10% coordination fee.

DISCUSSION: None

VOTED: Unanimous

Moritz informed the Committee that an invoice was received from Abacus Architects and Planners for a portion of the construction phase of architectural services (11%) in the amount of \$4144.80.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$4144.80 to Abacus Architects and Planners for a portion of the construction phase of architectural services (11%).

DISCUSSION: None

VOTED: Unanimous

Moritz informed the Committee that an invoice was received from GTC Construction Management for General Contractor services for January in the amount of \$167,018.

MOTION: A motion was made by Dan Labastie, seconded by Kevin Rudden to approve payment of \$167,018 to GTC Construction Management for General Contractor services for the month of January.

DISCUSSION: Mary mentioned that an updated certificate of insurance was needed from GTC and that payment should be withheld until the new certificate is received. The Committee thought that this was a good idea, so Dan amended his motion to include this addendum.

VOTED: Unanimous as amended.

Moritz informed the Committee that a letter was received from Lamoureux Pagano for additional payment for OPM services from January, 2016 through the end of the project. The rate would be for 8 hours per week at \$60 per hour or \$480 per week.

Don stated that this was in contrast to the original four hours per week LPA charged the Committee for the first 15 months, followed by six hours per week through the end of 2015. The full cost of the contract was reached at that time, as the project was expected to be completed by the end of 2015. Due to the delay, additional funds are now being requested at a very reasonable rate.

Mary stated that LPA was aware that funds were tight and that they would not bill the town for any additional services until the \$50K funding from the state was

secured. Kevin Rudden stated that it was our “moral obligation” to pay LPA for Mary’s services and suggested that we approve payment at our next meeting in March.

**MOTION:** A motion was made by Dan Labastie, seconded by Chuck Noel to extend the contract with LPA for OPM services at a billable rate of \$60 for eight hours per week or \$480/week, with LPA submitting request for payment on a monthly basis as they have done throughout the project.

**DISCUSSION:** None

**VOTED:** Unanimous

#### Chair/OPM Spending Authorizations:

Moritz reminded the Committee that at our last meeting we discussed a service proposal from National Grid to install three 25 KVA transformers and a 90 foot 1/0 Quadn and meter, while Verizon would replace a P25 and push brace. The cost would be \$3249.82 and the proposal was signed by Kim Newman and returned. The invoice was received about a week after our last meeting and Moritz signed it per the prior approval from the Committee.

#### 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 Monday, March 14<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.

#### 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 8:06 p.m.

Minutes by Don Morin