

APPROVED 1/30/2013

Taft Library Building Committee Meeting
Upper Town Hall
Mendon, MA 01756
Wednesday, January 16, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Amy Fahey (also Taft Library Trustee), Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid, Jay Washburn

Others Present:

Andrew Jenrich, Library Director; Kathy Schofield

Participating Via Skype: Susan Darnell (current Taft Library Trustee, but yet to be sworn in as Building Committee member).

I. CALL TO ORDER

The meeting was called to order by Amy Fahey at 7:04 p.m.

II. NOMINATION OF OFFICERS

Chair:

MOTION: On a motion by Kevin Rudden, seconded by Paul Fitzgerald, to nominate Joe Cronin for the position of Chair. No further discussion.

VOTED: Unanimous

The Chair will run meetings and speak on behalf of the Committee.

Vice-Chair:

MOTION: On a motion by Kevin Rudden, seconded by Don Morin, to nominate Jay Washburn for the position of Vice-Chair.

MOTION: On a motion by Joe Cronin, seconded by Dan Labastie, to nominate Paul Fitzgerald for the position of Vice-Chair.

DISCUSSION: Paul gave some background information on himself to the rest of the committee, after which Jay suggested deferring to Paul. Kevin then withdrew his motion, so the committee voted on the motion to appoint Paul Fitzgerald as Vice-Chair.

VOTED: Unanimous

The Vice-Chair will carry out the duties of the Chair if he is not available.

Secretary:

MOTION: On a motion by Kevin Rudden, seconded by Dan Labastie, to nominate Don Morin for the position of Secretary. Don gave some background information on himself to the rest of the committee. No further discussion.

VOTED: Unanimous

The Secretary will take minutes, post and distribute them, post agendas, and serve as central communication point for distribution of information to the committee.

III. STATUS OF CHURCH

Joe gave an update on the current status of the church. New door locks have been installed on the church. BVT has tuned up the heating systems; heat is not currently on in rectory. Heat is provided by forced hot air in the church, and forced hot water in the rectory. The water valve has been shut off to the rectory. Joe has gained approval from the Mendon Public Safety Director to put a ceramic heat disk in the rectory. He will set it on low to keep some heat in the building. Two oil tanks for the church and the tank at the rectory were filled last week, costing \$3100. Heating the building used 1/8 tank in a week. The heat is set on 45 degrees, just high enough to ease concern about freezing pipes. Joe will consider putting “R-V” anti-freeze in the toilets and sinks to help prevent them from freezing. Domestic hot water for the church comes from the rectory; the hot water heater is in rough shape. The heating systems are old, likely original equipment. Joe got a verbal update from Tom Belland of BVT. He has been a great help, getting students to help with some work. The septic system is not that old (5-7years?). It is not clear if we got a Title V inspection as part of Purchase & Sale Agreement.

ACTION: Susan emailed the realtor to find out if the Title V inspection was done; she'll also check with town counsel. Susan will update the committee when she hears.

ACTION: Kevin also offered to check with Missy at the Board of Health to see when the new septic system was installed and if she knows if a Title V inspection was done.

Joe will check the building and oil tank levels weekly. Susan and Joe talked with Alan Tetreault about plowing the parking lot at the church. We also need to clear snow from the steps and walks to the building; Kevin mentioned that he knows of two boys that need service hours for Boy Scouts. They may be willing to shovel snow at the church: the front walkway to the front steps of the church. Kevin will get back to the Committee by Friday (through Don). Kathy can donate salt/sand if needed. Moritz warned us to be careful about using salt on concrete stairs as it will damage them.

Kevin suggested we put a sign up outside the church stating: “Future home of Taft Public Library”. We will revisit this in the future.

Joe raised a concern about asbestos in the attic and possible lead contamination.

IV. QUORUM

Given that we have ten members on the committee, Joe asked for a motion to determine how many members are needed for a quorum.

MOTION: On a motion by Kevin Rudden, seconded by Dan Labastie, that we need six members present for a quorum, which is 50% of the membership plus one. No further discussion.

VOTED: Unanimous

V. CHARTER

The group reviewed the charter proposed by Susan. Kevin Rudden suggested one change to the second paragraph where the committee members get appointed by the Board of Selectmen and not the Taft Library Trustees.

MOTION: On a motion by Kevin Rudden, seconded by Chuck Noel, that we approve the charter with the one change from the Taft Library Trustees to the Board of Selectmen in the first sentence of the second paragraph. No further discussion.

VOTED: Unanimous

ACTION: Don will send updated charter to the group as a separate document along with the minutes.

VI. TOUR OF CHURCH

Joe offered to give a tour of the church on Wednesday, January 23 at 7pm. Jay suggested we post the meeting to avoid any concerns by anyone.

ACTION: Don to post meeting on Jan 23rd to tour the church.

Moritz stated that he won't be able to make it, and asked if someone could take pictures. Amy mentioned that Bill McHenry has already taken lots of pictures already.

ACTION: Amy to check to see if Bill's pictures can be posted somewhere for review.

VII. PROJECT MANAGER

Joe mentioned that we need to have a Project Manager prior to putting the architectural services out to bid. Everyone hasn't read the Project Manager Request for Qualifications yet.

ACTION: Committee members must read the RFQ prior to the meeting on January 30th.

VIII. MEP: MECHANICAL, ELECTRICAL, PLUMBING

Joe asked that we review this document when we tour the building on January 23.

IX. MASS BUILDING CODE

Joe asked Moritz to review Mass Building Code requirements, as he feels that the church (A4) will be going to a library (A3), and there may be impacts on the need for sprinklers, plumbing, fixtures, etc.

ACTION: Moritz to review Mass Building Code and report out on January 30th.

X. KEYS TO CHURCH

Joe mentioned that the following people have keys to the building: Susan, Andrew, Joe, and the Police Station. Access to the church should be limited and should go through these three people.

XI. NEW BUSINESS

Paul asked if there was any resolution on what BVT can do. Joe answered “not yet.” We’ll need to work with the architect at that time to figure out what scope BVT can do. Tom Belland may be able to put new heating system into rectory in the future.

Don asked where the money came to pay for the recent oil delivery. Andrew mentioned that it came from the current Taft Library budget. We don’t have much funding at this time and need to be careful about spending any money.

XII. NEXT MEETING (after tour on 1/23)

The next meeting will be on January 30 at 7pm. Agenda will include a review of the MEP study, the RFQ for a Project Manager, Meeting Minutes from January 16 and a review of open action items from the Jan 16 meeting.

XIII. ADJOURNMENT

MOTION: On a motion of Chuck Noel, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:00 p.m.

Minutes by Don Morin