

Approved April 10, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, March 27, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell (via Skype), Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Jay Washburn, Moritz Schmid (arrived at 7:23pm)

Others Present:

Mike Ammendolia, Board of Selectmen

I. Call to Order

The meeting was called to order by Joe Cronin at 7:04 p.m.

II. Approval of Agenda

MOTION: On a motion from Chuck Noel, seconded by Don Morin, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Jay Washburn, seconded by Chuck Noel, to approve the meeting minutes from March 20, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Decision Action Log

Don distributed copies of the latest Decision Action Log to the group. The open items were reviewed with the following updates:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – The information that Moritz provided at the last meeting on March 20th will be carried forward as reference information when the architect is on board and developing plans for the new building. We don't need to continue to review this item at future meetings.

#5 – Find out what it will take to get natural gas to the former church property. – Paul hasn't heard anything from Marjorie McDonald at NStar, but he will contact her to get an understanding of when we should expect to receive a response.

#6 – Test fire alarm system once phone is set up at the former church building. – Mike Ammendolia stated that we can connect the alarm system directly into Mendon dispatch. Mike provided Paul with contact information for Lawney Tinio and Paul agreed to contact Lawney so that we can start moving forward with this action.

ACTION: Paul will contact Lawney Tinio to arrange to have the technical folks from both sides to get together to connect the alarm system directly to Mendon dispatch.

#8 – Log in to new town email so we can all use these for future correspondences. All members have successfully logged into their town email accounts so we will now use them for all official building committee correspondence.

#11 – This item involves understanding what “Fuel Efficient Vehicles Policy criteria 4” entails. Since Kevin Rudden wasn’t present and this is his action item, it was passed over.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – Susan stated that Linda Hawkes is looking into what it will take to borrow money for the project. No additional help from the committee is needed at this time.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz has not yet been able to complete these items.

#19 – Follow up on available shelving at UMass Amherst – Joe provided pictures of the shelving to the committee. After a brief discussion the group decided that it made sense to take the shelving for future use.

MOTION: On a motion from Dan Labastie, seconded by Chuck Noel, to contact Lawney Tinio to inform him that we wish to take the shelving and want to store it for potential future use in the new library.

VOTED: Unanimous.

Joe agreed to contact Lawney about the decision and will work with Lawney to determine where the shelving can be stored until it is needed.

V. Review of Sample Owner's Project Manager Request for Designer Services

The group reviewed the final version of the OPM RFS document that contained all the updates made at the prior meeting. The next steps are to get the document to Town Counsel for a final review (Susan), to contact Diane Willoughby to determine what is needed to advertise the services in the Milford Daily News (Don) and to determine what is needed to advertise the services in the Dodge Report (Joe). Once the final document is approved by Town Counsel the RFS will be put out for responses.

MOTION: On a motion from Chuck Noel, seconded by Moritz Schmid, to approve the OPM RFS and to get it to town counsel for review/approval and clarification of a couple of questions. Once reviewed/clarified/approved by town counsel, the document will be sent to the Board of Selectmen for review/approval at their meeting on 4/8/13. The document will then be posted for review/bids. Don will update the dates in the document assuming approval is obtained on April 8th.
VOTED: Unanimous.

ACTION: Susan will send the document to Town Counsel for one final review, Don will contact Diane Willoughby to find out about advertising for services in the Milford Daily News, and Joe will contact the proper person about advertising for services in the Dodge Report.

VI. OPM Contract Review and Plans

Once the OPM is selected a contract will need to be signed. The group needs to review the contract obtained from Town Counsel back in January. Joe will also share the contract used for the Fire Station project for comparison. An item will be placed on the next meeting agenda to review these documents.

VII. BVT Update – new sign, solar panels

Joe shared pictures of the new sign that was installed at the future home of the Taft Public Library with the group. The sign went up on Monday, March 25th. It looks great! No update on solar panels yet.

VIII. Online Ethics Training Reminder

Joe reminded everyone to take the online ethics training and to provide a copy of the certificate signifying completion to the Town Clerk by April 15th.

IX. Plans for RFS for Architect

Amy provided several sample documents for review. The group agreed that the one from Granby looked like the best to use as a model document. Joe agreed to take the first cut at updating this document for the group. If anyone has any inputs, they should provide them directly to Joe. Once Joe updates the document, it will be distributed to the full committee for review at the next meeting.

ACTION: Joe to take first pass at creating Architectural RFS using Town of Granby document as the model and will share it with the full committee to be reviewed at the next scheduled meeting.

X. New Business / Open Issues

Joe asked that Don add parking lot lighting and outdoor mounted equipment to the Decision Action Log so that the committee take into account needs of abutters, such as sound proofing, fencing, etc.

ACTION: Don to add parking lot lighting and outdoor mounted equipment to the Decision Action Log.

A question was posed regarding the status of the rectory. The Taft Library Trustees will look into the cost of maintaining the rectory. Can it be rented? Should it be used for library expansion? Further discussion on the use of the rectory will need to take place as the project progresses.

XI. NEXT MEETING

The next meeting will be on April 10 at 7pm at the current Taft Public Library. The agenda will include a review of the Decision Action Log, an update on the Owner's Project Manager RFS document, a review of the OPM contract, a review of the RFS

document for the architectural services, and approval of meeting minutes from March 27th.

XII. ADJOURNMENT

MOTION: On a motion from Dan Labastie, seconded by Chuck Noel, to adjourn. No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:11 p.m.

Minutes by Don Morin