

**Approved April 24, 2013**

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Wednesday, April 10, 2013  
7:00 p.m.

**Committee Members Present:**

Joe Cronin, Susan Darnell (via Skype), Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn, Chuck Noel (arrived at 7:09pm)

**Others Present:**

Andrew Jenrich, Library Director

I. Call to Order

The meeting was called to order by Joe Cronin at 7:02 p.m.

II. Approval of Agenda

**MOTION:** On a motion from Don Morin, seconded by Dan Labastie, to approve the agenda. No further discussion.

**VOTED:** Unanimous.

III. Approval of Minutes

**MOTION:** On a motion from Jay Washburn, seconded by Kevin Rudden, to approve the meeting minutes from March 27, 2013. No further discussion.

**VOTED:** Unanimous. Kevin Rudden abstained as he was not present at the meeting on 3/27/13.

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). – This item is on hold for further review when we have an architect on board.

#5 – Find out what it will take to get natural gas to the former church property. – Paul contacted Marjorie McDonald at NStar and she stated that the request is being reviewed and that NStar should be getting back to us soon.

#6 – Test fire alarm system once phone is set up at the former church building. – Paul has been in contact with Lawney Tinio and Lawney believes that the fire alarm system in the former rectory can be added to the existing service currently used for the Town Hall. Paul will set up an appointment to get the system set up and tested during the next week.

#11 – This item involves understanding what “Fuel Efficient Vehicles Policy Criteria 4” entails. – Kevin provided Don with a copy of a document that explains Criteria 4 of the Green Communities Program. Essentially it is something that the Selectmen have to keep updated annually. The Building Committee does not have to be concerned with it. This item is now CLOSED.

#12 – Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for the project. – No new information to share.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Moritz was not present at the meeting so there was no updated on this item.

#19 – Follow up on available shelving at UMass Amherst – Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20<sup>th</sup>.

#20 – Send updated OPM RFS document to Legal Counsel for final review/approval. Susan took care of this and the document will get its final review at tonight’s meeting. CLOSED.

#21 – Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News. – Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement. CLOSED.

#22 – Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services. – Joe contacted the appropriate personnel and knows

what is needed to advertise in the Dodge Report. There is no fee. We will also submit the advertisement to the Central Register. CLOSED.

#23 – Review OPM contract and first station contract for April 10<sup>th</sup> meeting – This item will be discussed later on during the meeting.

#24 – Create first draft of RFS for architectural services – Joe needs to do a bit more work to complete the first draft. The Committee will review this at the next meeting.

#25 – Add parking lot lighting and outdoor mounted equipment to future action items list. – Don added these two items to the list. CLOSED.

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

The final document that was approved by Town Counsel is ready for posting once Don updates the dates as follows:

- Advertise for position – 4/24/13
- Site visit – 5/2/13
- Last day for questions – 5/9/13
- Responses due – 5/23/13
- Responders short-listed – 5/29/13
- Interview short-listed responders – 6/3/13
- Final selection submitted to BOS – 6/4/13
- Negotiate with selected responder – 6/7/13
- Execute contract – 6/10/13

VI. OPM Contract Review and Plans

The OPM contract will be reviewed at the next meeting.

VII. BVT Update – solar panels

No new update.

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 15<sup>th</sup>.

IX. Plans for RFS for Architect

Joe needs help with determining scope of services. Kevin agreed to contact Blythe Robinson in Upton to get a copy of their RFS for an architect for the Town Hall renovation project.

X. New Business / Open Issues

No other business to discuss.

XI. NEXT MEETING

The next meeting will be on April 24 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 advertisement, a review of the OPM contract, a review of the RFS document for the architectural services, and approval of meeting minutes from April 10<sup>th</sup>.

XII. ADJOURNMENT

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

VOTED: Unanimous.

Meeting adjourned at 8:01 p.m.

Minutes by Don Morin