## **DECISIONS AND ACTIONS LOG**

Project Name: Renovation of St. Michael's Church to Taft Public Library

	04/10/13									
Item No.	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision	Date Delivered	Comments		
	Post pictures from St. Michael's Church so					Pictures have been posted to Google Photo Site for all to see. Link is attached				
1	others can view.	1/16/2013	Bill	1/23/2013	Closed	in comments to the right.	1/18/2013	Link to pictures of St. Michael's Church		
						Title V Inspection was not performed. Item was removed from P&S Agreement by Town		1/30: Need to understand if change from church to library alters the		
2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Counsel. As built drawings for septic system are on file in Board of Health office at Town Hall. The system was built in 2009, so expectations are that it is in good	1/30/2013	requirements of the septic system. Will generate a new action in the log		
		1/10/2013	ousan/ nevin	1/30/2013	010300		1/30/2013			
								2/27: Moritz reported that he is still investigating this and will bring a		
	Deview Mess Duilding Code requirements					Marite has asthered information recording what we believe is possed at the bring the pow		comprehensive update to the March 13 meeting.		
	Review Mass Building Code requirements to understand impact from going from a				Future	Moritz has gathered information regarding what we believe is needed to bring the new library building into compliance with Mass Building Code. The information will be kept		3/20: Moritz provided an update on the need for a sprinkler system and a 2000 gallon septic system. Moritz will try to get copies of the septic		
3	church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Review	for future review after the architect is brought on board.		system plans and the well water specifications from the Board of Health.		
	Get someone to clear snow from walk and					Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear		2/13: Kevin will get name of scout responsible to Andrew so he can		
4	steps at St. Michael's Church.	1/16/2013	Kevin	1/30/2013	Closed	snow if less than 3 inches.	1/30/2013	coordinate.		
								Marjorie McDonald from NStar and she is evaluating what it will take		
								now.		
								2/13 update: M. McDonald called Paul earlier today and left a msg. Paul will return the call.		
								2/27: Paul brought non-binding applications to inquire about cost for a		
								main line and a hookup to the new library. Joe/Don will take these to		
								the BOS for review.		
								3/20: Don and Joe took the request to the BOS for signature and Joe		
	Find out what it will take to get natural gas							forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar.		
5	to the church property.	1/23/2013	Paul / Jay	2/27/2013	In Process			4/10: NStar is working on the quote; we should hear back soon.		
-								2/13. The Alam works line but it requires the dialer to go to a time party		
								monitoring company. Paul will check to see what it would take to make this a direct line to the Mendon Dispatch Center.		
								2/27: Group agreed to take this issue to the BOS to see if a direct		
								connection to Mendon Dispatch is possible.		
								3/20: Don and Joe asked the BOS if they could find out if the new library		
								could tie directly into Mendon Dispatch. The committee is awaiting an answer.		
								4/10: 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		
	Test Fire Alarm System once phone is set					3/27: Mike Ammendolia informed the committee that we can hook directly to Mendon		existing service currently used for the Town Hall. Paul will set up an		
6	up at the church. Gather simpler RFQ's for OPM's for review	1/30/2013	Paul	2/27/2013	In Process	Dispatch. Paul will contact Lawney Tinio to make this happen. Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to		appointment to get the system set up and tested during the next week. 2/13: Amy provided Request for Designer Services from the		
7	at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	revise this document for the rest of the committee to review on 2/27.	2/13/2013	construction of a Fire Station in Marshfield.		
	at 2, to mooning.	1/00/2010	/	2/10/2010	0.0000		2/10/2010	2/27: Some have had issues with this. They will seek tech support from		
								JNiro@Worldband.com.		
8	Log in to new town email so we can all use these for future correspondences.	2/13/2013	Full Committee	2/27/2013	Closed	3/27: All committee members can now access their town email accounts so we will use them for all future business pertaining to the building committee.	2/27/2012	3/20: A couple of members are still having problems logging in. Everyone agreed to take care of this.		
0	Edit the Marshfield Fire Station request for	2/13/2013	Committee	2/21/2013	Closed		3/21/2013	Everyone agreed to take care of this.		
	services for OPM and send to committee									
9	for review at 2/27 meeting.	2/13/2013	Joe	2/19/2013	Closed	Joe completed the updates and distributed the document to the full team for review.	2/19/2013			
	Once members receive OPM document, send comments to Don so he can compile		Full			A few members provided updates to Don, which he compiled and distributed to the				
10	for review at 2/27 meeting.	2/13/2013	Committee	2/25/2013	Closed	committee at the 2/27 meeting.	2/25/2013			
	Check with Anne Mazar to understand							4/10: Kevin provided Don with a copy of a document that explains		
1	what Fuel Efficient Vehicles Policy, Criteria 4 means and if Mendon has							Criteria 4 of the Green Communities Program. Essentially it is something that the Selectmen have to keep updated annually. The		
11	adopted it.	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	Building Committee does not have to be concerned with it.		
		2/10/2010		2/21/2010	0.0000		1,10,2010	2/27: Susan stated that we were getting close to gaining access to		
								money, but we needed to forecast how much money we needed to spend and when so we don't borrow too much up front. Joe suggested		
								a payment schedule for the OPM of 25% when we get the architect,		
1								25% after the drawings were received, and 50% during the construction		
								work phase. Dan suggested even less up front, and Joe stated we may		
1	Check with Linda Hawkes and Claudia							just have a flat monthly payment plan over the course of the project.		
12	Cataldo to understand requirements and timeline to obtain funding for project.	2/13/2013	Susan	tbd	In Process			Nothing was agreed yet, but Susan stated that she has enough information for Linda to get the funding started.		
12	Gather sample RFQ's for architect for	2/13/2013	Susan	lbu	III PIUCeSS	3/20: Amy provided sample RFS documents to the committee for review at a future	+	mormation for Linda to get the funding started.		
13	review at future meeting.	2/13/2013	Amy	3/20/2013	Closed	meeting.	3/20/2013			
	Request time on next BOS meeting to									
14	discussion natural gas and direct line to Mendon Dispatch for alarm system.	2/27/2013	Don	2/28/2013	Closed	3/20: Don sent the request and Joe and Don were put on the agenda for the March 4th BOS meeting.	2/28/2013			
14	iviendon Dispatch for alarm system.	2/21/2013	Dou	2/20/2013	Ciosed	DOS meeting.	2/20/2013			

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Project Name: Renovation of St. Michael's Church to Taft Public Library

Item		Date	Responsible	Date			Date	
No.	Item Description	Requested	Person	Required	Status	Decision	Delivered	Comments
	Update OPM RFS document with							
	committee inputs and send to Joe, Amy					3/20: Don compiled inputs from the committee and provided it to Susan for Town		
15	and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed	Counsel review.	3/2/2013	
	Bring natural gas and alarm system direct							
16	line requests to BOS at their next meeting.	2/27/2013	Joe / Don	3/4/2013	Closed	3/20: Joe and Don took the requests to the BOS on March 4th.	3/4/2013	
	Send updated OPM RFS document to							
	Legal Counsel after revisions by Don, Joe					3/20: Susan provided the document to Town Counsel and inputs were received. The		
17	and Amy are incorporated.	2/27/2013	Susan	3/8/2013	Closed	committee reviewed the comments at the 3/20 meeting.	3/15/2013	
	Obtain copies of the septic system plans							
	and well specifications from the Board of							
18	Health.	3/20/2013	Moritz	4/3/2013	Open			
	Follow up on available shelving at U Mass					3/27: Building Committee agreed to take the shelving for potential future use. Joe will		4/10: Lawney Tinio has arranged to have the donated shelving stored at
19	Dartmouth.	3/20/2013	Andrew	4/3/2013	In Process	contact Lawney Tinio to make this happen.		the old Fire Station. It will be delivered on Saturday, April 20th.
	Send updated OPM RFS document to					4/10: Susan took care of this and the document will get its final review at the 4/10		
20	Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	meeting.	4/3/2013	
	Contact Diane Willoughby to determine							
	process to advertise for OPM services in		_			4/10: Don contacted Diane and has the information needed to advertise in the Milford		
21	the Milford Daily News.	3/27/2013	Don	4/8/2013		paper. A fee will be charged for this advertisement.	4/8/2013	
	Contact proper personnel at Dodge Report					4/10: Joe contacted the appropriate personnel and knows what is needed to advertise in		
	to determine what is needed to advertise				a	the Dodge Report. There is no fee. We will also submit the advertisement to the		
22	for OPM services. Review OPM Contract received from Town	3/27/2013	Joe	4/8/2013	Closed	Central Register.	4/8/2013	
	Counsel as well as fire station contract in							
	preparation for discussion at April 10th	0/07/00/0	Full		<u>.</u>	4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24		
23	meeting. Create first draft of RFS for Architectural	3/27/2013	Committee	4/10/2013	Closed	meetings.	4/10/2013	
	services using town of Granby document							4/40 has more that the data with the second state that first darks. The
24		2/27/2012	laa	4/0/2012	0			4/10: Joe needs to do a bit more work to complete the first draft. The Committee will review this at the meeting on 4/24.
24	as a reference. Add parking lot lighting and outdoor	3/27/2013	Joe	4/8/2013	Open			Committee will review this at the meeting on 4/24.
	mounted equipment to future action items					4/10: Don added these two items to the Potential Future Action Items tab of the Decision		
25	list of Decision Action Log	3/27/2013	Don	4/10/2013	Cleard	Action Log workbook.	4/10/2013	
25	Contact Blythe Robinson in Upton to	3/21/2013	Don	4/10/2013	Closed	Action Log workbook.	4/10/2013	
	obtain copies of their RFS for an Architect							
26	for the Town Hall Renovation project.	4/10/2013	Kevin	4/24/2013	Open			
20	tor the rown nan Kenovation project.	4/10/2013	NEVIII	4/24/2013	Open			
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