

DECISIONS AND ACTIONS LOG

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

Rev 9

05/23/13

Item No.	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision	Date Delivered	Comments
3	Review Mass Building Code requirements to understand impact from going from a church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Review in 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 for future review after the architect is brought on board.		2/27: Moritz reported that he is still investigating this and will bring a comprehensive update to the March 13 meeting. 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 system plans and the well water specifications from the Board of Health. 1/30: Coughlin was hooked up at no cost to the town. Paul spoke with 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 forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar. 4/10: NStar is working on the quote; we should hear back soon.
5	Find out what it will take to get natural gas to the church property.	1/23/2013	Paul / Jay	2/27/2013	Processing	5/23: Paul updated the group that NSTAR has completed the survey and the estimate to bring the gas main/service to the new Mendon library at 29 North Avenue would cost ~\$52K. This information will be kept on record for review after we have the architect on board.		2/27: Paul updated the group that NSTAR has completed the survey and the estimate to bring the gas main/service to the new Mendon library at 29 North Avenue would cost ~\$52K. This information will be kept on record for review after we have the architect on board.
6	Test Fire Alarm System once phone is set up at the church. 5/13: What will monitoring cost? (Paul) 5/13: What do the schools pay for their service? (Don) 5/13: What does the town pay for monitoring service for other buildings? (Kevin)	1/30/2013	Paul	2/27/2013	Processing	3/27: Mike Ammendolia informed the committee that we can hook directly to Mendon Dispatch. Paul contacted Lawney Tinio to make this happen, and has since met with Custom Alarm. Still have many questions to answer. 5/23: Paul updated the group that NSTAR has completed the survey and the estimate to bring the gas main/service to the new Mendon library at 29 North Avenue would cost ~\$52K. This information will be kept on record for review after we have the architect on board.	5/23/2013	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 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. 5/13: Paul met with Custom Alarms and is working out a possible solution. Many questions need to be answered, can the panel be reprogrammed? Do we need a second phone line? What type of monitoring does our insurance require? How much will monitoring cost? Where will the funds come from?
12	Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/13: Send updated timeline of funding needs to Linda. (Susan)	2/13/2013	Susan	tbd	Processing			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, 25% after the drawings were received, and 50% during the construction work phase. Dan suggested even less up front, and Joe stated we may just have a flat monthly payment plan over the course of the project. Nothing was agreed yet, but Susan stated that she has enough information for Linda to get the funding started. 5/13: Joe created a timeline for funding needed. Susan will provide this to Linda Hawkes.
18	Obtain copies of the septic system plans and well specifications from the Board of Health.	3/20/2013	Moritz Kevin	4/3/2013	Processing			4/24: Moritz has not had a chance to pick up the plans. Kevin Rudden offered to do this for Moritz. 5/13: Kevin hasn't had a chance to get the documents yet. 5/23: Kevin has the septic plans, but was unable to attend on 5/23 so he'll bring them to the next meeting.
19	Follow up on available shelving at U Mass Dartmouth. 5/13: Talk with Rich Schofield about getting boy scouts to help unload shelving. (Jay)	3/20/2013	Andrew	4/3/2013	Processing	3/27: Building Committee agreed to take the shelving for potential future use. Joe contacted Lawney Tinio and he has obtained the shelving. It needs to be moved to the old Fire Station for storage.		4/10: Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20th. 4/24: U Mass Dartmouth was closed on 4/20, so the shelving will now be delivered on May 4th. 5/13: Shelving was picked up by Tinio Corp. It now needs to be moved from trailers to the old Fire Station for storage. 5/23: Joe suggested that we take some pieces to 29 North Avenue to put them together and understand how much will be needed and where it can be used. Joe will look into getting some pieces over to the church.
28	Invite Rich Schofield to the 5/13 meeting to discuss funding for short term needs.	5/13/2013	Joe	5/23/2013	Processing			5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to attend the next meeting on 5/30.
1	Post pictures from St. Michael's Church so others can view.	1/16/2013	Bill	1/23/2013	Closed	Pictures have been posted to Google Photo Site for all to see. Link is attached in comments to the right.	1/18/2013	Link to pictures of St. Michael's Church

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2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Title V Inspection was not performed. Item was removed from P&S Agreement by Town 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	1/30: Need to understand if change from church to library alters the requirements of the septic system. Will generate a new action in the log for this.
4	Get someone to clear snow from walk and steps at St. Michael's Church.	1/16/2013	Kevin	1/30/2013	Closed	Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow if less than 3 inches.	1/30/2013	2/13: Kevin will get name of scout responsible to Andrew so he can coordinate.
7	Gather simpler RFQ's for OPM's for review at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to revise this document for the rest of the committee to review on 2/27.	2/13/2013	2/13: Amy provided Request for Designer Services from the construction of a Fire Station in Marshfield.
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.	3/27/2013	2/27: Some have had issues with this. They will seek tech support from JNiro@Worldband.com. 3/20: A couple of members are still having problems logging in. Everyone agreed to take care of this.
9	Edit the Marshfield Fire Station request for services for OPM and send to committee 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	
10	Once members receive OPM document, send comments to Don so he can compile for review at 2/27 meeting.	2/13/2013	Full Committee	2/25/2013	Closed	A few members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting.	2/25/2013	
11	Check with Anne Mazar to understand what Fuel Efficient Vehicles Policy, Criteria 4 means and if Mendon has adopted it.	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	4/10: 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.
13	Gather sample RFQ's for architect for review at future meeting.	2/13/2013	Amy	3/20/2013	Closed	3/20: Amy provided sample RFS documents to the committee for review at a future meeting.	3/20/2013	
14	Request time on next BOS meeting to 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	
15	Update OPM RFS document with committee inputs and send to Joe, Amy and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed	3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel review.	3/2/2013	
16	Bring natural gas and alarm system direct 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	
17	Send updated OPM RFS document to Legal Counsel after revisions by Don, Joe and Amy are incorporated.	2/27/2013	Susan	3/8/2013	Closed	3/20: Susan provided the document to Town Counsel and inputs were received. The committee reviewed the comments at the 3/20 meeting.	3/15/2013	
20	Send updated OPM RFS document to Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	4/10: Susan took care of this and the document will get its final review at the 4/10 meeting.	4/3/2013	
21	Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News.	3/27/2013	Don	4/8/2013	Closed	4/10: Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement.	4/8/2013	
22	Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services.	3/27/2013	Joe	4/8/2013	Closed	4/10: 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.	4/8/2013	
23	Review OPM Contract received from Town Counsel as well as fire station contract in preparation for discussion at April 10th meeting.	3/27/2013	Full Committee	4/10/2013	Closed	4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24 meetings.	4/10/2013	
24	Create first draft of RFS for Architectural services using town of Granby document as a reference.	3/27/2013	Joe	4/8/2013	Closed	Committee will review the RFS for Architectural Services at a future meeting in preparation of reviewing it with the OPM once we have one on board.	5/13/2013	4/10: Joe needs to do a bit more work to complete the first draft. The Committee will review this at a future meeting. 5/13: Joe completed the first draft of the document. The Committee will review it at a future meeting.
25	Add parking lot lighting and outdoor mounted equipment to future action items list of Decision Action Log	3/27/2013	Don	4/10/2013	Closed	4/10: Don added these two items to the Potential Future Action Items tab of the Decision Action Log workbook.	4/10/2013	
26	Contact Blythe Robinson in Upton to obtain copies of their RFS for an Architect for the Town Hall Renovation project.	4/10/2013	Kevin	4/24/2013	Closed	4/24: Kevin obtained the sample documents from Blythe Robinson and sent them to Don. Don forwarded them to Joe for him to use on the first draft of our architectural services RFS.	4/24/2013	
27	Update OPM Contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document	4/24/2013	Don	5/13/2013	Closed	5/13: Committee will use the updated contract once the OPM is selected.	5/13/2013	5/13: Don updated the document and distributed it to the Committee for further review and input.
29	Attend Mendon BOS meeting on 5/21 and bring the following items to them: lawn cutting at 29 North Avenue, insurance on 29 North Ave and requirement for fire alarm monitoring, possible sale and relocation of rectory, and short term payment of bills (e.g. \$110 for ad in Milford Daily News).	5/13/2013	Joe/Susan	5/21/2013	Closed	5/23: . Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS appointed the committee to additional terms to extend through the life of the project, they named Mark Reil as their liaison to the building committee, they will look into getting the lawn cut at the new property and they will look into getting the police to use the rectory as office space in lieu of renting trailers in the center of town.	5/23/2013	

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