

**Approved June 6, 2013**

Taft Library Building Committee Meeting  
Taft Public Library  
Mendon, MA 01756  
Thursday, May 30, 2013  
7:00 p.m.

**Committee Members Present:**

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin,  
Moritz Schmid, Jay Washburn

**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 Dan Labastie, seconded by Moritz Schmid, to approve the agenda. No further discussion.

**VOTED:** Unanimous.

III. Approval of Minutes

**MOTION:** On a motion from Paul Fitzgerald, seconded by Amy Fahey, to approve the meeting minutes from May 23, 2013. No further discussion.

**VOTED:** Unanimous. Dan Labastie abstained as he was not present at the previous meeting.

IV. Discuss funding of short term items with Fin Com Chair Rich Schofield

Rich Schofield was unable to attend so this item was passed over.

V. Review Rating Form for Bidders for OPM Services

Amy distributed copies of the Rating Form to be used for rating the bidders for OPM services, along with some evaluation criteria from the Sterling Senior Center OPM and some guidelines for rating the financial stability of companies. She also included a sheet to use for rating bidders based on interviews and references, but the group did not review that item at this time. After reviewing the rating sheet, it was suggested that the committee consider adding weights to the items that will be rated. It was agreed that each of the minimum qualification yes/no items would be worth one point each, while the seven quality of content items would be scored 1-5, with each having its own weight. The following were the suggested weights: Prior Similar Experience – 3; Documented Performance on Public and Private Contracts – 5; References – 1 per reference up to three, if more than three references scored =5; Management Approach – 4; Financial Stability – 2; Qualifications of Consultants – 4; and Capability to Perform Work (workload) – 1.

The maximum number of points a bidder can achieve in the qualitative section is 100, with an additional 24 from the yes/no minimum qualifications list. Don agreed to update the scoring sheet with the agreed upon weighting and will send it to the committee later tonight. All members were asked to return their completed score sheets to Don by June 6<sup>th</sup> so they can be reviewed at a meeting on June 6<sup>th</sup> at 7pm.

**ACTION:** Don to send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting.

**ACTION:** Building Committee members to send completed score sheets to Don prior to the June 6<sup>th</sup> meeting.

## VI. Update on Addendum to the RFS for OPM

Joe informed the committee that if we went forward with issuing the addendum to the RFS then all of the bidders would potentially drop because none met the minimum insurance criteria recommended by legal counsel and the town's insurance company. It is believed that the amounts suggested are intended for architects and general contractors and not an OPM that will only be compensated \$31.4K for their work. Joe spoke with Lawney Tinio, Chair of the Mendon Board of Selectmen and he agreed that the building committee could send out the non-debarment form to the short list of responders that the committee decides to interview.

**MOTION:** On a motion from Dan Labastie, seconded by Moritz Schmid, to rescind the decision to issue an addendum to the RFS for OPM services and to instead issue the updated requirements only to those bidders who are short-listed for interviews.

**VOTED:** Unanimous.

## VII. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#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.

#6 – Test fire alarm system once phone is set up at the former church building. – Joe reminded the group that the insurance company informed him that while it was better to have the fire alarm go to a monitoring company, just having it sound was better than nothing. Don stated that the schools pay ~\$650 per building for its monitoring. He also stated that he was in touch with Jay Byer (MURSD Business Manager) and Jay said that the two schools in Upton call the Upton Dispatch directly. Mendon's dispatch center is not capable of accepting a direct call today, but they are using a grant to update their dispatch center and it is possible that this option will be available in the future. Jay will keep Don updated when he learns more about the upgrade.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Kevin Rudden was not present but he has the septic system plans and will bring them to the next meeting.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station. 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, Moritz, and Paul agreed to meet at the trailer on Morrison Drive on June 5<sup>th</sup> at 6:30pm to take some shelving to 29 North Avenue and set some up to understand how it all fits together, how much space it takes and how much will be needed to support the project.

**ACTION:** Joe, Moritz and Paul to take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together, how much space it takes, etc. They will do this on Wednesday, June 5<sup>th</sup> at 6:30pm.

#### VIII. Items not reasonably anticipated 48 hours prior to meeting

Susan stated that she met with the Parks and Recreation Department officials and they will mow the lawn at 29 North Avenue in July and August. She also stated that Mike Watson volunteered to mow it in June. Susan will trim the shrubs.

Paul Fitzgerald is still without a town email account. He continues to work with technical support at Worldband to try to get it working.

Joe stated that he, Rich Schofield, Lawney Tinio and Chief Horn toured the old rectory building to discuss possible use as police offices instead of renting trailers. After the meeting the town officials suggested that the Planning Department and Building Department move from the basement of Town Hall to the former rectory, and that the police move into the basement of Town Hall. Lawney will take this up at a future Board of Selectmen's meeting.

#### IX. NEXT MEETING

The next meeting will be on June 6<sup>th</sup> at 7pm. Don will check to see if the Town Hall is available. The agenda will include a review of the ratings of the bidders for OPM services from all Committee members in order to decide on a short list of responders for interviews, a discussion on the plans for reference checks, a discussion regarding the interview schedule, the interview rating sheet, and questions, a review of the Decision Action Log and approval of meeting minutes from May 30<sup>th</sup>. The committee will then meet again between June 13<sup>th</sup> and June 20<sup>th</sup> to conduct interviews, with hopes of taking a recommendation to the Board of Selectmen the following week.

#### X. ADJOURNMENT

**MOTION:** On a motion from Dan Labastie, seconded by Moritz Schmid to adjourn.  
No further discussion

**VOTED:** Unanimous.

Meeting adjourned at 8:39 p.m.

Minutes by Don Morin