

Approved October 30, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, October 24, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

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

II. Approval of Agenda

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from October 8, 2013

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from October 8, 2013.

DISCUSSION: Susan suggested a slight change to the wording regarding the payment of water testing, replacing “informed her” with “inferred”.

MOTION: A motion was made by Jay Washburn, seconded by Kevin Rudden, to approve the amended meeting minutes from October 8, 2013.

VOTED: Unanimous.

IV. Review of Open Action Items from Decision Action Log

- October 2nd Site Visit Sign-In Sheet – Paul Fitzgerald has the sign-in sheet. He dropped it off with Diane Willoughby for distribution to the person who requested a copy.
- Public Water Supply – Mary has tried to contact Darling Water Wells in Uxbridge to test the well at the building site. Joe also contacted the DEP to learn more about the requirements and has lots of information about what is needed. Essentially a public water supply is required whenever a site has more than 25 visitors/day for more than 60 days/year. We will put this item on hold until we have an architect on board.
- Posting of Addendum to RFQ for Designer Services Selection – The addendum was posted on October 15th for potential responders to access.

V. Bid Opening in Response to RFQ for Designer Services Selection

The Town has received three bids in response to the RFQ for Designer Services: Abacus, DRA and Nelson. Each member of the Committee took a copy of each of the three hard copy responses for review. Provisions have been made to get copies to the three Committee members not present. The Financial statement from DRA was sent separately. Joe will scan it and will distribute to the Committee for review.

VI. Review of Rating Matrix and Schedule for Designer Services Selection

Don distributed the updated rating matrix that will be used to rate the three responses. The Committee discussed how long they needed to review the responses and it was agreed that the Committee will complete the reviews by Wednesday, October 30th. A meeting will be posted for October 30th at 7pm to review the ratings from Committee members.

VII. Items not reasonably anticipated 48 hours prior to meeting

Mary mentioned that she has obtained copies of the original drawings of the former St. Michael's Church in addition to some revisions that were made to the building. She will get copies of these to Joe to be scanned and posted.

Susan mentioned that the bond went out for sale on Monday night at a 3% interest rate. The Town of Mendon's bond rating was recently upgraded from AA to AA+.

VIII. NEXT MEETING

The next meeting will be held on October 30th to review the ratings of the three responses to the RFQ for Designer Services, put plans together for reference checks, and to discuss the process for scheduling interviews.

IX. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 7:26 p.m.

Minutes by Don Morin