

DECISIONS AND ACTIONS LOG

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

Rev 22

01/09/14

| Item | Item Description | Date Requested | Responsible Person | Date Required | Status | Decision or Action | Date Delivered | Comments |
|------|---|----------------|--------------------|---------------|------------------|---|----------------|--|
| 3 | Review Mass Building Code requirements to understand impact of going from a church (A4) to a library (A3). | 1/16/2013 | Moritz | 2/27/2013 | Review in Future | 6/6: 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. 6/26: Kevin Rudden picked up the septic plans and provided them to Don for future reference. |
| 56 | Contact Tim Watson to find out what type of water testing will be needed at the new site, what the expected cost will be and when it can be performed. | 10/8/2013 | Mary | 10/30/2013 | Processing | 10/30: Mary contacted Tim Watson and Joe Cronin and they decided to wait until we had the architectural firm on board so we can get their engineers involved. 11/25: Mary spoke with David Eisen of Abacus about getting their engineers involved with this as soon as possible. 12/11: Abacus/Situ will begin to investigate whether the new library needs a public water supply. 1/9/14 - Abacus is working on this with their civil engineer; we should expect an update at our next meeting with Abacus. | | |
| 65 | Ask Building Inspector if a variance will be needed for the new library building for lack of distance to center of street. | 11/20/2013 | Kevin | 12/11/2013 | Processing | 12/11: Kevin spoke with Tim Aicardi who doesn't think that a variance is needed but needs to investigate further to be certain. Pre-existing buildings do not need the variance, but the change of use may change this. Kevin will follow up with Tim on this and update the Committee at the next meeting. 1/9: Kevin spoke to both Mendon's Building Commissioner, Tim Aicardi, and Milford's (John Erickson, whom Tim works for part-time) regarding the question of whether a zoning variance or special permit is needed in order to convert the former St. Michael's Church building into a new town-owned library building. Aicardi and Erickson reviewed Mendon's zoning by-laws together and told Kevin that a variance/special permit is not needed. | | |
| 67 | Contact Anne to try to gather a checklist of information on what the Green Communities program would like in return for the grant. | 12/11/2013 | Susan | 12/20/2013 | Processing | 1/9: Green Communities activity is on-going. We are waiting to see if the state will allow the addition of the library building to the town's list of eligible properties for the Green Community program. We should know mid-January what their decision is. | | |
| 69 | Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library. | 12/11/2013 | Kevin | 1/9/2014 | Processing | 1/9: Kevin is still pursuing this. He will have an update at the next meeting. | | |
| 71 | Revisit the linear feet for shelving in the new Taft Public Library. | 12/11/2013 | Andrew | 1/9/2014 | Processing | 1/9: Andrew is reviewing with the MA Library Systems and will have an update at our next meeting. | | |
| 74 | Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ. | 12/11/2013 | Joe | 1/9/2014 | Processing | 1/9: This item is on-going with Abacus taking the lead. | | |
| 76 | Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee so they can review it at their next meeting. | 12/11/2013 | David P. | 1/9/2014 | Processing | 1/9: Abacus is working on this. Mary will follow up with them on the status. | | |
| 77 | Contact Town Counsel to determine who hires the Industrial Hygienist consultants. | 12/11/2013 | Joe | 1/9/2014 | Processing | 1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. | | |
| 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 |
| 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 condition. | 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. |
| 5 | Find out what it will take to get natural gas to the church property. | 1/23/2013 | Paul / Jay | 2/27/2013 | Closed | 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 | 1/30: Clough 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. |

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| 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 | Closed | 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 he had been in contact with the Mendon Fire Department and Custom Alarms and that it would cost ~\$400/year to add monitoring to the existing alarm system. The group will not act on this at this time. Joe was in contact with the insurance company and while it is better to have the monitoring in place, having the alarm sound with no monitoring is better than nothing. 5/30: Don updated the group that he got in touch with Jay Byer and the cost for the schools to monitor their buildings is \$650/year each. Jay also informed Don that the two schools in Upton are connected directly to Upton Dispatch, so no monitoring fee is required. He said that Mendon has a grant to upgrade its dispatch center after which time the schools might be able to dial in directly. Jay will update Don when he learns more. | 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? |
| 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. |
| 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 | tdb | Closed | 5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bond schedule making funds available in FY14. | 5/23/2013 | 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. |
| 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 | |
| 18 | Obtain copies of the septic system plans and well specifications from the Board of Health. | 3/20/2013 | Moritz Kevin | 4/3/2013 | Closed | 6/26: Kevin provided copies of the septic system plans to the Committee. Don is holding them with other Library Committee documents. | 6/26/2013 | 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. |

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| 19 | Follow up on available shelving at U Mass Dartmouth. | 3/20/2013 | Andrew Joe | 4/3/2013 | Closed | contacted Lawney Tinio and he has obtained the shelving. It needs to be moved to the old Fire Station for storage. 5/30: Joe, Moritz and Paul will put some shelving together on June 5th at the future home of the library. It is believed that the shelving is too heavy to have the boy scouts unload it, so the group will discuss what to do after Joe, Moritz and Paul experiment with moving some of the shelving. 6/18: There has been no update as to when the shelving needs to be loaded into the old Fire Station. 7/31: Shelving needs to be removed from the trailers. Paul will work with Moritz to determine if the shelving is useful to the project (see item #34 below). Pending outcome of that action, decision will be made whether to store shelving in the garage behind the old rectory at the project site or recommend that the material be scrapped. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage. Don will ask Joe to contact Lawney about this. 8/21: Don informed the Committee that Joe Cronin has contacted Lawney Tinio to inform him of the Committee's decision not to use the shelving due to its condition. Lawney will take care of the shelving from here. | 8/21/2013 | 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. |
| 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. |
| 28 | Invite Rich Schofield to the 5/13 meeting to discuss funding for short term needs. | 5/13/2013 | Joe | 5/23/2013 | Closed | 5/30: Joe invited Rich to the 5/23 and 5/30 meeting but Rich was unable to attend either. This will be revisited in the future. | 5/30/2013 | 5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to attend the next meeting on 5/30. |
| 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 | |
| 30 | Check with Claudia about possibility of paying short term bills with Taft Library funds and get reimbursed from bond at a later time. | 5/13/2013 | Andrew | 5/23/2013 | Closed | 5/23: Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay. | 5/23/2013 | |
| 31 | Check with DOR about possibility of paying bills with short term expense funds and getting reimbursed with bond funds from debt exclusion in the future. | 5/13/2013 | Susan | 5/23/2013 | Closed | 5/23: There was no need to do this separately as Claudia looked into this for the committee. | 5/23/2013 | |
| 32 | Send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting. | 5/30/2013 | Don | 5/30/2013 | Closed | 6/6: Don sent the score sheets to the Committee on May 30 as planned. | 5/30/2013 | |
| 33 | Send completed score sheets to Don prior to the June 6 meeting. | 5/30/2013 | Full Committee | 6/6/2013 | Closed | 6/6: Nine of the ten Committee members submitted their score sheets to Don on time. | 6/6/2013 | |

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| 34 | 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. | 5/30/2013 | Joe, Moritz, Paul | 6/5/2013 | Closed | 7/31: Paul, Joe and Moritz tried to put the shelving together but there are many pieces, including buckets of bolts and nuts. They were not able to figure out how to assemble the shelves. Moritz will be checking with Consigli and U Mass Dartmouth to try to find someone who knows how to put the shelving together. He will also try to identify the manufacturer to try to get assembly instructions. If we are unable to determine how to assemble the shelving, we will recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this by the next meeting on August 14th. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage. | 8/14/2013 | 6/6: Joe, Paul and Moritz took some pieces to 29 North Avenue on June 5th to put them together and understand how much will be needed and where it can be used. Unfortunately, they didn't have all the right pieces, so they will meet again on June 11th at 6:30pm at Morrison Drive to get more shelving pieces and to do more work. 6/18: The group got rained out on June 11th. They will try again in the future. |
| 35 | Contact Diane Willoughby to request that LPA be invited to an interview on June 18th at 7:30pm at the Mendon Town Hall. He will also provide Diane with a statement to send to the other four firms regarding the status of the OPM selection process. | 6/6/2013 | Joe | 6/10/2013 | Closed | 6/18: The interview will take place on June 26th as the OPM wasn't available on the 18th. | 6/10/2013 | |
| 36 | Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee. | 6/6/2013 | Joe | 6/28/2013 | Closed | 6/18: Kevin verified that the spacing for shelving should be 42". | 6/18/2013 | |
| 37 | Add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list posted to the renovation website. | 6/6/2013 | Don | 6/28/2013 | Closed | 6/18: Don added Judy Leonelli's name to the donation tracking sheet. Joe suggested we also add the names of those who volunteered to cut the lawn at the church: Jay Washburn (once) and Mike Watson (twice). Don agreed to do this as well. Susan contacted a landscaper and estimated that this has saved the committee ~\$50 per mowing. 6/28: Don added all the requested items to the Donation List. | 6/28/2013 | |
| 38 | All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013. | 6/18/2013 | Full Committee | 7/1/2013 | Closed | 7/31: All members have been sworn in for FY 14. | 7/31/2013 | |
| 39 | Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services. | 7/2/2013 | Joe | 7/8/2013 | Closed | 7/31: Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate with LPA for OPM services. Contract negotiations are nearly complete at this time. | 7/31/2013 | |
| 40 | Request OPM for a plan on how they can assist with the process of selecting an architect. | 7/2/2013 | Full Committee | 7/30/2013 | Closed | 7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the meeting on 8/14. | 8/14/2013 | |
| 41 | Update the RFS for Designer Services and to provide it to Paul for submission to the OPM for review, along with the document from the Town of Weston. | 7/31/2013 | Don / Paul | 8/7/2013 | Closed | 8/14: Don updated the RFS document and provided it to Paul, who supplied it to Mary Bulso, OPM, along with other pertinent documents. | 8/14/2013 | |
| 42 | Put together a request to meet with the CPC to discuss opportunities for CPA funding in the near future, perhaps in the September timeframe, and bring a proposal to the next meeting. | 7/31/2013 | Kevin | 8/14/2013 | Closed | 8/14: Kevin provided a document that the Committee reviewed and approved for release at its meeting on 8/14. | 8/14/2013 | |
| 43 | Redact social security numbers, driver's license numbers, and bank/financial account numbers from the written proposals for future review by P3 Project Planning Professionals. | 7/31/2013 | Kevin | 8/14/2013 | Closed | 8/14: Kevin redacted all the confidential information he found in the OPM proposals. The Committee will now make them available to P3 for review. | 8/14/2013 | |
| 44 | Let Diane Willoughby know that we will have the documents ready for P3 to review after our next meeting, which will be scheduled for August 14 th . | 7/31/2013 | Don | 8/1/2013 | Closed | 8/14: Don informed Diane Willoughby about the availability of the redacted documents so she can alert P3 of their availability date. | 8/14/2013 | |
| 45 | Contact Joe and Paul to determine how to work with Diane Willoughby to arrange for a meeting with P3 to review the redacted bids received for the OPM position. | 8/14/2013 | Don | 8/21/2013 | Closed | 8/21: Don informed the Committee that he has been in contact with Joe, Paul and Diane and that Joe will work with P3 to arrange a day/time to review the redacted bids for the OPM position. | 8/21/2013 | |
| 46 | Contact Joe and Paul to ask one of them to get in contact with the CPC to discuss the opportunity for CPA funding using the statement provided above. | 8/14/2013 | Don | 8/21/2013 | Closed | 8/21: Susan informed the group that the Taft Library Trustees had met with the CPC and Historical Commission in the past when they were considering purchasing the church property. The Historical Commission voted that the church building would not be eligible for CPA funding but that the existing Taft Library would. There was no discussion on the rectory, but Susan felt we should wait to determine the future plans for the rectory until after we work with the architect on the adaptive reuse of the former church. At that time we will have a clearer picture of the plans for the rectory and can pursue funding if it makes sense. | 8/21/2013 | |

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| 47 | Contact Diane Willoughby to schedule a review of redacted OPM bids with P3. | 8/21/2013 | Joe/Paul | 9/6/2013 | Closed | 10/8/2013: Diane and Joe have tried to contact P3 without success, so this item will be dropped. | 10/8/2013 | 8/27: Don reported that Joe has been in contact with Diane Willoughby to set up time with P3. Still working on agreeing on a day/time to meet. |
| 48 | Provide list of all Building Committee member emails to OPM. | 8/21/2013 | Don | 8/23/2013 | Closed | 8/27: Don sent the email list to Mary. | 8/23/2013 | |
| 49 | Update RFP for Designer Services and provide updated version to full Committee for review at next meeting. | 8/27/2013 | Don/Mary | 9/5/2013 | Closed | 9/5/2013: Don distributed the updated RFP to the Committee for review at the 9/5 meeting. | 9/5/2013 | |
| 50 | Submit advertisement for RFQ for Designer Services to the Central Register and Dodge Report. | 9/16/2013 | Amy | 9/17/2013 | Closed | 9/19: Amy submitted the advertisement to the Central Register and Dodge Report for posting on 9/25/13. | 9/17/2013 | |
| 51 | Submit advertisement for RFQ for Designer Services to the Milford Daily News. | 9/16/2013 | Don | 9/17/2013 | Closed | 9/19: Don submitted the advertisement to the Milford Daily News for posting on 9/25/13. | 9/17/2013 | |
| 52 | Update RFQ for Designer Services and distribute to Committee for one last reading to ensure all updates were captured. | 9/19/2013 | Don | 9/25/2013 | Closed | 10/8: Don distributed the updated RFQ to the full Committee for review. | 9/25/2013 | |
| 53 | Compile responses to questions from potential responders and send to Don for posting to the library website. | 10/8/2013 | Joe | 10/15/2013 | Closed | 10/24: Addendum containing questions from potential responders was posted on 10/15. | 10/15/2013 | |
| 54 | Update matrix to be used for rating and ranking the responders to the RFQ for Designer Services. | 10/8/2013 | Don | 10/24/2013 | Closed | 10/24: Don distributed the updated rating matrix that will be used to rate the three responders to the RFQ for Designer Services. | 10/24/2013 | |
| 55 | Send a letter to Library Trustees to explain the contribution of \$10,000 as a matching grant for donations to the Taft Library Building Renovation project. | 10/8/2013 | Kevin | 10/24/2013 | Closed | 10/24: Kevin sent a letter to the Taft Library Trustees regarding his challenge donation. Susan Darnell sent a thank you letter on behalf of the trustees to Kevin. | 10/24/2013 | |
| 57 | Drop sign-in sheet from site visit for potential responders to RFQ for Designer Services off at Town Hall. | 10/8/2013 | Paul | 10/21/2013 | Closed | 10/24: Paul dropped off a copy of the sign-in sheet from the site visit for potential responders to the RFQ for Designer Services to Diane Willoughby at the Town Hall. | 10/24/2013 | |
| 58 | Provide updated drawings to Joe to be scanned and posted to library website. | 10/24/2013 | Mary | 10/30/2013 | Closed | 11/5: Mary provided the drawings to Joe and he sent them to Andrew to have them posted to the library website, which he did. | 11/5/2013 | |
| 59 | Perform reference checks for Abacus/Situ. | 10/30/2013 | Amy | 11/5/2013 | Closed | 11/5: Amy performed the reference checks on Abacus/Situ and presented her findings to the full Committee at the 11/5 meeting. | 11/5/2013 | |
| 60 | Perform reference checks for DRA. | 10/30/2013 | Paul | 11/7/2013 | Closed | 11/7: Paul performed the reference checks on DRA and presented his findings to the full Committee at the 11/7 meeting. | 11/7/2013 | |
| 61 | Contact Diane Willoughby to be put on the agenda of an upcoming Board of Selectmen's meeting to present the recommendation of Abacus/Situ as the selected design firm. | 11/7/2013 | Joe | 11/18/2013 | Closed | 11/20: Abacus was not available on 11/18 so they will be on the Board of Selectmen's agenda on 12/2 instead. | 11/14/2013 | |
| 62 | Contact all three responders to the RFQ for Designer Services to inform them of the Building Committee's decision. | 11/7/2013 | Mary | 11/8/2013 | Closed | 11/9: Mary called all three responders to notify them of the Building Committee's decision. Formal letters will be sent to the three responders after approval from the Mendon BOS to enter into contract negotiations with the selected firm. 12/11: Mary contacted all three responders to inform them of the decision. | 12/11/2013 | |
| 63 | Contact Arcudi Oil to inform them not to deliver oil to the future site of the public library this winter. | 11/7/2013 | Andrew | 11/15/2013 | Closed | 12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue. | 12/11/2013 | |
| 64 | RSVP to Lisa Lepore if you want to attend the Employee and Volunteer Holiday Party. | 11/20/2013 | Full Committee | 12/1/2013 | Closed | 12/11: A few members of the Building Committee plan to attend the Employee and Volunteer Holiday Party. | 12/11/2013 | |
| 66 | Send Building Committee contact information to Abacus/Situ. | 12/11/2013 | Don | 12/13/2013 | Closed | 1/9: Don sent the Building Committee contact information to Abacus/Situ the day after the last meeting. | | |
| 66 | Contact Mary and Abacus/Situ to ask if they can meet at the new site on 12/10 or 12/11. | 11/20/2013 | Joe | 12/3/2013 | Closed | 11/26: Joe contacted Mary Bulso who contacted Abacus/Situ about meeting at the future site of the Taft Public Library for our next meeting. Everyone is available to do this on Wednesday, December 11th. Don has posted a meeting for that date. | 11/25/2013 | |
| 68 | Suggest a day next week to meet with Anne Mazar to discuss the Green Communities program grant. | 12/11/2013 | David E. | 12/13/2013 | Closed | 1/9: Abacus/Situ met with the Green Communities program representatives and the Mendon program coordinators on December 18th. | 12/13/2013 | |
| 70 | Post the septic system plans to the library website. | 12/11/2013 | Andrew | 12/13/2013 | Closed | 1/9: Andrew posted the plans to the library website. | 12/13/2013 | |
| 72 | Send pointer to original floor plans created from DRA to Abacus/Situ. | 12/11/2013 | Don | 12/13/2013 | Closed | 1/9: Don sent the pointer to all plans that are available on the website. | 12/13/2013 | |
| 73 | Send soft-copy of all handouts given out at meeting to Don to attach to the minutes. | 12/11/2013 | Andrew | 12/13/2013 | Closed | 1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes. | 12/13/2013 | |
| 75 | Send link and explanation of what's contained in the Decision Action Log to Abacus/Situ. | 12/11/2013 | Don | 12/13/2013 | Closed | 1/9: Don sent link and explanation to Abacus/Situ after the last meeting. | 12/13/2013 | |

DECISIONS AND ACTIONS LOG

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

Rev 22

01/09/14

| Item | Item Description | Date Requested | Responsible Person | Date Required | Status | Decision or Action | Date Delivered | Comments |
|------|---|----------------|--------------------|---------------|--------|---|----------------|----------|
| 78 | Take a look at the roof of the former church to understand how many layers of material exist. | 12/11/2013 | Jay | 1/6/2014 | Closed | 1/9: There are two layers of shingles on the roof, the most recent layer within the last ten years. | 1/9/2014 | |