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

Rev 28

								03/20/14
14 million	Here Departmention	Date	Responsible Person	Date	Status	Desision of Astion	Date Delivered	Community
Item	Item Description	Requested	Person	Required	Status	Decision or Action	Date Delivered	Comments
						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.		
	Contact Tim Watson to find out what type					2/20/14 - Mary has recently spoken with David Eisen of Abacus about getting their		
	of water testing will be needed at the new					engineers involved with this as soon as possible. Abacus/Situ will begin to investigate		
	site, what the expected cost will be and					whether the new library needs a public water supply.		
56	when it can be performed.	10/8/2013	Mary	10/30/2013	Processing	3/11/14: Fred Lapham of Shea Engineering is pursuing this for the Committee.		
	Arrange a meeting with BVT to begin							
	discussions on potential support of the							
	project, like installation of insulation/siding				. .			
89	panels, construction of furniture, etc.	2/6/2014	Mary	3/6/2014	Processing	3/20/2014: Mary has left messages for Tom Belland at BVT and is awaiting his reply.		
	Let Abacus know that they will need to start	1						
	putting together a list of things that could					3/20/2014: The Committee agreed to pursue high efficiency air source heat pumps for the		
	be Green Communities grant eligible along					HVAC system and to apply for a Green Communities Grant for a better system than the		
91	with the specifications, costs and ROI.	2/20/2014	Marv	3/6/2014	Processing	Committee could originally afford.		
0.		2/20/2011	mary	0/0/2011	receeding	3/20/2014: Mary mentioned that David will determine whether this is needed based on		
						what type of flooring is recommended. Kevin and Dan stated that the church has always		
						had moisture in the lower level. Joe stated that in his rain water report in 2013 the cupola		
101	Obtain a quote for moisture slab testing.	3/11/2014	Mary	3/20/2014	Processing	leaked, which could have contributed to the problem.		
						3/20/2014: Mary has advertised with a couple of publications seeking a taker for the		
	Explore options for someone to remove the					cupola. Joe will also ask the Board of Selectmen if they want to offer this to the town		
102	cupola and patch the roof.	3/11/2014	Mary	3/20/2014	Processing	residents.		
	Show on the drawings where furniture							
	could be parked when moved to allow for							
81	activities, meetings, lectures, etc. of up to 25 people	2/6/2014	David E.	3/6/2014	Onen			
01	Provide alternative layouts for how furniture	2/0/2014	Daviu E.	3/0/2014	Open			
	can be laid out for meeting functions of up							
82	to 25 people.	2/6/2014	David E.	3/6/2014	Open			
02	Review existing schedule and update it as	2/0/2014	David E.	0/0/2014	opon			
83		2/6/2014	Mary/David E.	3/6/2014	Open			
	Document what the seating capacity will be							
	in the lower level for meeting space. It was							
	suggested that we keep it to 25 or less due							
	to the concerns over the public water							
85	supply requirements.	2/6/2014	David E.	3/6/2014	Open			
	Should the water heater be a point of use			0/00/00/	~			
98	system? Post pictures from St. Michael's Church so	3/11/2014	Mary/David E.	3/20/2014	Open	3/20/2014: This will be revisited later in the project. Pictures have been posted to Google Photo Site for all to see. Link is attached in		
1	others can view.	1/16/2013	Bill	1/23/2013	Closed	comments to the right.	1/18/2013	Link to pictures of St. Michael's Church
		1/10/2013		1/23/2013	010360	Title V Inspection was not performed. Item was removed from P&S Agreement by Town	1/10/2013	1/30: Need to understand if change from church to library alters the
						Counsel. As built drawings for septic system are on file in Board of Health office at Town		requirements of the septic system. Will generate a new action in the log
2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Hall. The system was built in 2009, so expectations are that it is in good condition.	1/30/2013	for this.
		./10/2010	caouri / novin		0.0000		.700/2010	
								2/27: Moritz reported that he is still investigating this and will bring a
								comprehensive update to the March 13 meeting.
						6/6: Moritz has gathered information regarding what we believe is needed to bring the new		3/20: Moritz provided an update on the need for a sprinkler system and a
						library building into compliance with Mass Building Code. The information will be kept for		2000 gallon septic system. Moritz will try to get copies of the septic
	Review Mass Building Code requirements					future review after the architect is brought on board.		system plans and the well water specifications from the Board of Health.
	to understand impact of going from a					2/20/14: Abacus informed the Committee that the church was the same code as the		6/26: Kevin Rudden picked up the septic plans and provided them to Don
3	church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Closed	library (A3), so this is no longer a concern.	2/20/2014	for future reference.
	Get someone to clear snow from walk and	4/40/0010	Kanda	4/00/0040	01	Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow	1/00/0012	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	if less than 3 inches.	1/30/2013	coordinate.

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Image: Section of the sectin of the section of the section	Item	Item Description	Requested	Person	Required	Status	Decision or Action	Date Delivered	Comments
Image: second	5		1/23/2013	Paul / Jay	2/27/2013	Closed	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	5/23/2013	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: Sill awaiting a response from NStar.
17 at 2/13 meeting. 1/3/2/013 Amy / Kevin 2/13/2/013 Closed this document for the rest of the committee to review on 2/27. 2/13/2/013 of a Fire Station in Marshinki Transmittee of the Mar	6	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	Dispatch. Paul contacted Lawney Tinio to make this happen, and has since met with Custom Alarm. Stil have many questions to answer. 5/23: Paul updated the group that he had been in contact with the Mendon Fire Deparment 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	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 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?
Log in to new twom emails ow ecan all use these for thure correspondences. 2/13/2013 Committee 2/13/2013 Commitee 2/13/2013 Committee	7		1/20/2012	Amy / Kovin	2/12/2012	Closed		2/12/2012	
Once members receive QPM document, send committs De nos he can compile Full Full Full A few members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting. 4/10: Kevin provided Don with a copy of a document that explans Criteria 4 of the Green Committee at the 2/27 meeting. 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: Kevin provided Don with a copy of a document that explans Criteria 4 of the Green Commutities Porganics. 11 # means and if Mendon has adopted it. 2/13/2013 Kevin 2/27/2013 Closed No action needed. 2/27/2013 A few members provided updates to Don, which he compiled and distributed to the solution provided Don with a copy of a document that explans Criteria 4 or the 2/27 meeting. 4/10: Kevin provided Don with a copy of a document that explans Criteria 4 or the Creen Commutities Porganics. 11 # means and if Mendon has adopted it. 2/13/2013 Kevin 2/27/2013 Closed No action needed. 2/27/2013 A few members provided updates timeline of funding to Linda Hawkes and Linda will set up and where received adoption throm we the ageited a merging the dot builds for more received adoption throm we the ageited a merging throm any provide this brod schedule making (unds available in PY14. 5/23: Suan sent the updated timeline of fundin		Log in to new town email so we can all use these for future correspondences. Edit the Marshfield Fire Station request for		Full			3/27: All committee members can now access their town email accounts so we will use		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.
send comments to Don so he can compile Full Z25/2013 Full After members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting. Z25/2013 After members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting. Z25/2013 After members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting. Z25/2013 After members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting. Z25/2013 After members provided updates to Don, which he compiled and distributed to the Selectmen have computed the Green Communities Program. Essentially it is something that explans chere as a difference to keep update to aver the keep update does and when so to keep update does and when so we take program. Essentially it is something that something the construction work phases. 11 4 means and if Mendon has adopted it. 2/27/2013 Closed No action needed. 2/27.000.000 4/10/2013 4/10/2013 4/10/2013 1/10/10/10/10/10/10/10/10/10/10/10/10/10	9		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	
Check with Anne Mazar to understand what Fuel Efficient Vehices Policy. Chieria 11 4 means and if Mendon has adopted it. 2/13/2013 Kevin 2/27/2013 Closed No action needed. 4/10/2013 4/10/2013 A of the Green Normunities Program. Essentially it is something that the Selectmen Nore to keep updated annually. The Building Committee does not have to be concerned with it. 11 4 means and if Mendon has adopted it. 2/13/2013 Kevin 2/27/2013 Closed No action needed. 4/10/2013 11 4 means and if Mendon has adopted it. 2/13/2013 Kevin 2/27/2013 Closed No action needed. 4/10/2013 12 Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bord schedule making funds available in FY14. 5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bord schedule making funds available in FY14. 5/23/2013 5/23: Closed 5/23: Susan sent the updated imeline of review at a future meeting. 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/23/2013 5/	10	send comments to Don so he can compile	2/13/2013		2/25/2013	Closed		2/25/2013	
Image: state of the state	11	what Fuel Efficient Vehicles Policy, Criteria	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	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 review at future meeting. 2/13/2013 Amy 3/20/2013 Closed meeting. 3/20/2013 Request time on next BOS meeting to discussion natural gas and direct line to 3/20/2013 Closed meeting. 3/20/2013 14 Mendon Dispatch for alarm system. 2/27/2013 Don 2/28/2013 Closed BOS meeting. 14 Mendon Dispatch for alarm system. 2/27/2013 Don 2/28/2013 Closed BOS meeting. 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 Counsel 2/28/2013 15 and Sue for review prior to town counsel. 2/27/2013 Don 3/3/2013 Closed Bring natural gas and alarm system direct 3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel 3/2/2013	12	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	Closed	bond schedule making funds available in FY14.	5/23/2013	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
discussion natural gas and direct line 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 Update OPM RFS document with committee inputs and send to Joe, Amy 15 and Sue for review prior to town counsel. 2/27/2013 Don 3/3/2013 Closed average 3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel 3/2/2013 Ibring natural gas and alarm system direct Image: Sing natural gas and sing sing naturely sing natural gas and alarm system direct<	13	review at future meeting.	2/13/2013	Amy	3/20/2013	Closed		3/20/2013	
15 and Sue for review prior to town counsel. 2/27/2013 Don 3/3/2013 Closed review. 3/2/2013 Bring natural gas and alarm system direct	14	discussion natural gas and direct line to Mendon Dispatch for alarm system. Update OPM RFS document with	2/27/2013	Don	2/28/2013	Closed	BOS meeting.	2/28/2013	
	15	and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed		3/2/2013	
	16		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	

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03/20/14 esponsit Requested Item Description Person Required Status Decision or Action Date Delivered Comments 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 4/24: Moritz has not had a chance to pick up the plans. Kevin Rudden offered to do this for Moritz. Obtain copies of the septic system plans 5/13: Kevin hasn't had a chance to get the documents yet. and well specifications from the Board of 6/26: Kevin provided copies of the septic system plans to the Committee. Don is holding 5/23: Kevin has the septic plans, but was unable to attend on 5/23 so 18 Health. 3/20/2013 Moritz Kevin 4/3/2013 Closed them with other Library Committee documents. 6/26/2013 he'll bring them to the next meeting. 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 4/10: Lawney Tinio has arranged to have the donated shelving stored at rectory at the project site or recommend that the material be scrapped. the old Fire Station. It will be delivered on Saturday, April 20th. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the 4/24: U Mass Dartmouth was closed on 4/20, so the shelving will now be Super from the project is no longer at Consigli. Given the current condition of the delivered on May 4th. materials, the Committee will recommend to Lawney Tlnio that he try to sell the material to 5/13: Shelving was picked up by Tinio Corp. It now needs to be moved from trailers to the old Fire Station for storage. recoup his costs for storage. Don will ask Joe to cotact Lawney about this. 8/21: Don informed the Committee that Joe Cronin has contacted Lawney Tinio to inform 5/23: Joe suggested that we take some pieces to 29 North Avenue to put Follow up on available shelving at U Mass him of the Committee's decision not to use the shelving due to its condition. Lawney will them together and understand how much will be needed and where it car 19 Dartmouth. 3/20/2013 Andrew Joe 4/3/2013 Closed take care of the shelving from here. 8/21/2013 be used. Joe will look into getting some pieces over to the church. 4/10: Susan took care of this and the document will get its final review at the 4/10 Send updated OPM RFS document to 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 4/8/2013 paper. A fee will be charged for this advertisement. 4/8/2013 Don losed 4/10: Joe contacted the appropriate personnel and knows what is needed to advertise in Contact proper personnel at Dodge Report to determine what is needed to advertise the Dodge Report. There is no fee. We will also submit the advertisement to the Central 22 for OPM services 3/27/2013 4/8/2013 Closed 4/8/2013 Joe Register. Review OPM Contract received from Towr Counsel as well as fire station contract in Full preparation for discussion at April 10th 4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24 23 3/27/2013 Committee 4/10/2013 Closed 4/10/2013 meeting. meetings. 4/10: Joe needs to do a bit more work to complete the first draft. The Create first draft of RFS for Architectural Committee will review this at a future meeting. services using town of Granby document Committee will review the RFS for Architectural Services at a future meeting in 5/13: Joe completed the first draft of the document. The Committee will 24 as a reference. 3/27/2013 Joe 4/8/2013 Closed preparation of reviewing it with the OPM once we have one on board. 5/13/2013 review it at a future meeting Add parking lot lighting and outdoor 4/10: Don added these two items to the Potential Future Action Items tab of the Decision mounted equipment to future action items 25 list of Decision Action Log 3/27/2013 Don 4/10/2013 Closed Action Log workbook. 4/10/2013 Contact Blythe Robinson in Upton to obtair 4/24: Kevin obtained the sample documents from Blythe Robinson and sent them to Don. copies of their RFS for an Architect for the Don forwarded them to Joe for him to use on the first draft of our architectural services 26 Town Hall Renovation project. 4/10/2013 Kevin 4/24/2013 Closed RFS. 4/24/2013 Update OPM Contract by replacing RFQ with RFS and St. Michael's Church with 29 5/13: Don updated the document and distributed it to the Committee for 27 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 further review and input. 5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to Invite Rich Schofield to the 5/13 meeting to 5/30: Joe invited Rich to the 5/23 and 5/30 meeting but Rich was unable to attend either. 28 discuss funding for short term needs. 5/13/2013 .loe 5/23/2013 Closed This will be revisited in the future. 5/30/2013 attend the next meeting on 5/30. Attend Mendon BOS meeting on 5/21 and bring the following items to them: lawn cutting at 29 North Avenue, insurance on 5/23: Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS 29 North Ave and requirement for fire alarn appointed the committee to additional terms to extend through the life of the project, they monitoring, possible sale and relocation of named Mark Reil as their liaison to the building committee, they will look into getting the rectory, and short term payment of bills 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. 29 (e.g. \$110 for ad in Milford Daily News). 5/13/2013 Joe/Susan 5/21/2013 Closed 5/23/2013 Check with Claudia about possibility of paying short term bills with Taft Library 5/23: Andrew confirmed with Claudia that paying short term bills with state aid and getting funds and get reimbursed from bond at a 5/13/2013 5/23/2013 Closed 5/23/2013 30 later time. Andrew reimbursed with bone money later is okay.

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Item	Item Description	Requested	Person	Required	Status	Decision or Action	Date Delivered	Comments
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		5/23: There was no need to do this separately as Claudia looked into this for the committee.	5/23/2013	
	Send updated rating sheet with appropriate weights to the full Committee after the May							
32	30 meeting. Send completed score sheets to Don prior	5/30/2013	Don Full	5/30/2013	Closed	6/6: Don sent the score sheets to the Committee on May 30 as planned.	5/30/2013	
33	to the June 6 meeting.	5/30/2013	Committee	6/6/2013	Closed	6/6: Nine of the ten Committee members submitted their score sheets to Don on time.	6/6/2013	
	Take some shelving from Morrison Drive to					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.		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,
	the future site of the library to set it up and learn how it fits together, how much space		Joe, Moritz,			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 Thio that he try to sell the material to		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
34	it takes, etc.	5/30/2013	Paul	6/5/2013	Closed	recoup his costs for storage.	8/14/2013	future.
25	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.	0/0/0040		0/40/2042	Classed	C/40. The interview sill take close on the 20th on the ODM week's weiled and the 40th	6/10/2013	
35	Ask Kevin to look into ADA requirements	6/6/2013	Joe	6/10/2013	Closed	6/18: The inteview will take place on June 26th as the OPM wasn't available on the 18th.	6/10/2013	
36	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: Don added Judy Leonelli's name to the donation tracking sheet. Joe suggested we	6/18/2013	
	Add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list					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.		
37	posted to the renovation website.	6/6/2013	Don	6/28/2013	Closed	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	
	Request OPM for a plan on how they can assist with the process of selecting an architect.		Full			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.		
	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.	7/2/2013	Committee Don / Paul	7/30/2013 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 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	
	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		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	

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03/20/14	

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Designer Services to inform them of the 11/7/2013 Mary 11/8/2013 Closed enter into contract negotiations with the selected firm. 12/11/2013 62 Building Committee's decision. 11/7/2013 Mary 11/8/2013 Closed 12/11: Mary contacted all three responders to inform them of the decision. 12/11/2013 Contact Arcudi Oil to inform them not to deliver oil to the future site of the public Andrew 11/15/2013 Closed 12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue. 12/11/2013 63 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 RSVP to Lisa Lepore if you want to attend Full 12/11: A few members of the Building Committee plan to attend the Employee and 12/11/2013	1	Contact all three responders to the REO for							
62 Building Committee's decision. 11/7/2013 Mary 11/8/2013 Closed 12/11: Mary contacted all three responders to inform them of the decision. 12/11/2013 Contact Arcudi Oil to inform them not to deliver oil to the future site of the public Andrew 11/7/2013 Closed 12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue. 12/11/2013 63 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 RSVP to Lisa Lepore if you want to attend Full 12/11: A few members of the Building Committee plan to attend the Employee and 12/11/2013									
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deliver oil to the future site of the public andrew 11/15/2013 Closed 12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue. 12/11/2013 RSVP to Lisa Lepore if you want to attend Full 12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue. 12/11/2013									
RSVP to Lisa Lepore if you want to attend Full 12/11: A few members of the Building Committee plan to attend the Employee and	1								
RSVP to Lisa Lepore if you want to attend Full 12/11: A few members of the Building Committee plan to attend the Employee and	63	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 the Employee and Volunteer Holiday Party. 11/20/2013 Committee 12/1/2013 Closed Volunteer Holiday Party. 12/2013 12/21/2013				Full					
	64	the Employee and Volunteer Holiday Party.	11/20/2013	Committee	12/1/2013	Closed	Volunteer Holiday Party.	12/11/2013	

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

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		Liate	Responsible	Liste				03/20/14
Item	Item Description	Requested	Person	Required	Status	Decision or Action	Date Delivered	Comments
						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		
	Ask Building Inspector if a variance will be					zoning by-laws together and told Kevin that a variance/special permit is not needed.		
	needed for the new library building for lack					2/20/14 - Kevin received an update from Tim Aicardi (Mendon Building Inspector) that a		
65	of distance to center of street .	11/20/2013	Kevin	12/11/2013	Closed	variance is not needed. We have this in writing, so this item is now closed.	2/20/2014	
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.		
00	Contact Mary and Abacus/Situ to ask if	12/11/2013	Don	12/13/2013	Ciosea	11/26: Joe contacted Mary Bulso who contacted Abacus/Situ about meeting at the future		
	they can meet at the new site on 12/10 or					site of the Taft Public Library for our next meeting. Everyone is available to do this on		
66	12/11.	11/20/2013	Joe	12/3/2013	Closed	Wednesday, December 11th. Don has posted a meeting for that date.	11/25/2013	
00	12/11.	11/20/2010	000	12/0/2010	010000	1/9: Green Communities activity is on-going. We are waiting to see if the state will allow	11/20/2010	
	Contact Anne to try to gather a checklist of					the addition of the library building to the town's list of eligible properties for the Greeen		
	information on what the Green					Community program. We should know mid-January what their decision is.		
	Communities program would like in return					2/20/14 - Anne attended the meeting this evening, and the update is contained in the		
67	for the grant.	12/11/2013	Susan	12/20/2013	Closed	minutes of the Feb 20 meeting.	2/20/2014	
	Suggest a day next week to meet with Anne Mazar to discuss the Green					1/9: Abacus/Situ met with the Green Communities program representatives and the		
68	Communities program grant.	12/11/2013	David E.	12/13/2013	Closed	Mendon program coordinators on December 18th.	12/13/2013	
00	Ask Fred Lapham of Shea Engineering if a	12/11/2013	Daviu E.	12/13/2013	Closed	1/9: Kevin is still pursuing this. He will have an update at the next meeting.	12/13/2013	
	site survey has been done at the location					2/20/14: Mary and David have been in contact with Fred Lapham and they will work with		
69	of the future Taft Public Library.	12/11/2013	Kevin	1/9/2014	Closed	him on the need for a site survey, as one has not been done.	2/20/2014	
	Post the septic system plans to the library					· · · · · · · · · · · · · · · · · · ·		
70	website.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew posted the plans to the library website.	12/13/2013	
						1/9: Andrew is reviewing with the MA Library Systems and will have an update at our next		
74	Revisit the linear feet for shelving in the	40/44/0040	A	4/0/0044		2/20/14: Andrew updated the Committee on the current shelving at this meeting and the document is attached.	0/00/0044	
71	new Taft Public Library. Send pointer to original floor plans created	12/11/2013	Andrew	1/9/2014	Closed	document is attached.	2/20/2014	
72	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	
	Send soft-copy of all handouts given out at	12/11/2010	2011	12/10/2010	0.0000	1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting	12,10,2010	
73	meeting to Don to attach to the minutes.	12/11/2013	Andrew	12/13/2013	Closed	minutes.	12/13/2013	
	Start process of investigating what's					1/9: This item is on-going with Abacus taking the lead.		
	needed for a public water supply. Send					2/20/14: The Committee knows what is needed for a public water supply. Since the library		
	info received so far from MASS DEP to				- · ·	does not anticipate having more than 25 patrons in the building at the same time for more		
74	Abacus/Situ. Send link and explanation of what's	12/11/2013	Joe	1/9/2014	Closed	than 60 days out of the year, a public water supply is not needed.	2/20/2014	
	contained in the Decision Action Log to							
75	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	
	Send a draft of an RFP for Industrial	/ 11/2010	Don	.2/10/2010	0.0000	nor bon contraint and explanation to hododoroita anor the last mosting.	.2,10,2010	
	Hygienist consultants to perform a							
	hazardous material assessment of the					1/9: Abacus is working on this. Mary will follow up with them on the status.		
	former church to Mary/Building Committee				. ·	3/11/14: The Committee approved the use of Universal Environmental Consultants for the		
76	so they can review it at their next meeting.	12/11/2013	David E.	1/9/2014	Closed	hazardous material inspection and design.	3/11/2014	
						1/9: Joe will follow up with Town Counsel once we get the draft from Abacus.		
	Contact Town Counsel to determine who					3/11/14: The process we're following with allowing Abacus to research options and for the		
77	hires the Industrial Hygienist consultants.	12/11/2013	Joe	1/9/2014	Closed	Building Committee to approve the selection for reimburseable expenses will continue.	3/11/2014	
<u> </u>	Take a look at the roof of the former church	,, 2010	000	., 0, 2014	2.5000		3/11/2014	
	to understand how many layers of material					1/9: There are two layers of shingles on the roof, the most recent layer within the last ten		
78	exist.	12/11/2013	Jay	1/6/2014	Closed	years.	1/9/2014	
	Add linear footage and color code by							
70	collection type to the shelving on the next	0/0/004.4	Devid F	2/20/2014	Classed	2/20/2014: David provided an updated drawing with color coding of the type of collections	0/00/004 4	
79	revision of the drawings. Provide a cost of replacing the stairs from	2/6/2014	David E.	2/20/2014	Ciosea	for each type of shelving.	2/20/2014	
	the main level to the lower level with code					3/11/14: The Committee decided to replace the stairs as part of selecting a specific		
80	compliant ones.	2/6/2014	David E.	3/6/2014	Closed	design from Abacus.	3/11/2014	
			i					
	Write a letter stating that we don't					3/4/2014: Andrew has all the information regarding usage of the library, but the group is		
	anticipate that the occupancy of the new					holding off on a letter until it knows more about what is needed for a Public Water Supply.		
	Taft Public Library will exceed 25 people	0/0/004		0/0/004		3/11/14: The Public Water Supply issue is much more complex than originally thought so		
84	more than 60 days per year.	2/6/2014	Andrew	3/6/2014	Closed	this letter won't be needed.	3/11/2014	

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

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		Date	Responsible	Date				03/20/14
Item	Item Description	Requested	Person	Required	Status	Decision or Action	Date Delivered	Comments
ntonn	Ask Shea Engineering for guote for a site	rioqueeteu	1 oloon	rtoquirou	orarao	3/4/2014: Abacus has a quote for a site survey. The Owner is responsible for a	Bate Beinerea	Commonito
96	survey.	2/6/2014	David E.	3/6/2014	Closed	topographic survey and Abacus will use Shea for the complete survey.	3/4/2014	
00	Survey.	2/0/2014	Daviu L.	3/0/2014	Closed	3/4/2014: Abacus has a quote for the testing. It will be reviewed by the Building	3/4/2014	
	Look into obtaining a guote for testing for					Committee at the meeting on 3/11.		
87	hazardous material.	2/6/2014	Marv/David E.	3/6/2014	Closed	3/11/2014: The quote was reviewed and approved at the meeting on 3/11/14.	3/11/2014	
87	Obtain a copy of the Mendon Zoning By-	2/6/2014	Mary/David E.	3/6/2014	Closed	3/11/2014: The quote was reviewed and approved at the meeting on 3/11/14.	3/11/2014	
00	Laws and provide them to Abacus/Situ.	2/6/2014	Marv	3/6/2014	Closed	2/20/2014: Mary supplied the Zoning By-Laws to Abacus/Situ.	2/20/2014	
00	Drop the signed copies of the contract with	2/0/2014	ivialy	3/0/2014	Closed	2/20/2014. Mary supplied the 20hing by-Laws to Abacus/Situ.	2/20/2014	
	Diane Willoughby on Monday so that the							
90	Board of Selectmen can sign them.	2/6/2014	Andrew	2/10/2014	Closed	2/20/2014. Andrew dranned off the signed envice with Diana at the DOC office	2/20/2014	
90	Board of Selectmen can sign them.	2/6/2014	Andrew	2/10/2014	Closed	2/20/2014: Andrew dropped off the signed copies with Diane at the BOS office. 3/4/2014: Anne informed the committee that the library is eligible, but the town needs to	2/20/2014	
						close out existing projects before being able to apply for more. She'll know more about		
						this by 3/13/2014.		
	Update the Committee on whether the					3/20/14: Anne informed the Committee that \$130K is available for the library via the Green		
	library is eligible for the Grant Communities					Communities Grant Program. The application deadline is April 18th and Anne will help		
00	Grant program.	2/20/2014	Anne M.	3/6/2014	Closed	with the narrative.	3/20/2014	
92	Provide oil consumption information from	2/20/2014	Anne M.	3/6/2014	Closed	with the harrative.	3/20/2014	
00	former church to Sergio/David	3/4/2014	Don	3/11/2014	Cleard	3/11/2014: Don forwarded the oil consumption information to David and Sergio.	3/11/2014	
93	Follow up with Board of Selectmen to	3/4/2014	Don	3/11/2014	Closed	3/11/2014: Don forwarded the oil consumption information to David and Sergio.	3/11/2014	
	validate that process being used is					3/11/2014: The process being used is working out well for the BOS's office and will		
0.4	appropriate for handling owner expenses.	3/4/2014	Joe/Don	3/20/2014	Cleard	continue.	3/11/2014	
94	Contact the Water Commissioners to find	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The Water Commission uses Tim Watson for the testing and maintenance of	3/11/2014	
	out who the town uses for its public water					the town's public water supplies. Future engagement with that board will need to take		
05		3/4/2014	less (Deco	3/20/2014	01		3/11/2014	
95	supply management and testing.	3/4/2014	Joe/Don	3/20/2014	Closed	place. 3/20/2014: Joe received an update from the Mass. DEP via the Mendon Board of Health	3/11/2014	
	Contact the Town Clerk to inquire about					that stated that "changing the status of the meeting rooms to public use is the trigger for		
						public water system determination". Given this, the Committee will continue to pursue this		
00	whether a public meeting can be held in a	0/44/0044	1	0/00/0044	01			
96	building without a public water supply.	3/11/2014	Joe	3/20/2014	Closed	with Abacus and Fred Lapham of Shea Engineering. 3/20/2014: Abacus' engineering consultant Sergio Siani stated that "the heat pumps	3/20/2014	
						would be sized so that they alone can provide the required heat. We have a number of		
1	Check to see if an electric backup is					these installed in projects that heated the buildings during this past cold winter without		
07		2/44/2044	Man /David 5	2/20/2044	Cleard		2/20/2014	
97	required for air source heat pumps. What are the startup costs of the two	3/11/2014	Mary/David E.	3/20/2014	Ciosea	needing supplementary heating."	3/20/2014	
	different efficiency versions of the air					3/20/2014: The comparisons of all HVAC options were updated and reviewed and the		
99	source heat pumps?	2/44/2044	Marv/David E.	3/20/2014	Cleard	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
99	Update the comparisons for startup and	3/11/2014	wary/David E.	3/20/2014	Closed	nigh eniciency air source near pump was chosen as the one to be pursued.	3/20/2014	
1	operating costs for the top three options							
						2/20/2014: The comparisons of all HV/AC aptions were undeted and reviewed and the		
100	and clearly show with and without A/C so	2/44/2044	Marv/David E.	2/20/2014	Cleard	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
100	we can compare apples to apples.	3/11/2014	iviary/David E.	3/20/2014	Closed	Inigh enciency air source near pump was chosen as the one to be pursued.	3/20/2014	