Approved May 6, 2014

Taft Library Building Committee Meeting Taft Public Library Mendon, MA 01756 Tuesday, April 22, 2014 7:00 p.m.

<u>Committee Members Present</u>: Joe Cronin, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn

<u>Others Present:</u> Andrew Jenrich, Library Director, Taft Public Library

I. Call to Order

The meeting was called to order by Joe Cronin at 7:05 p.m.

II. Approval of Agenda

<u>MOTION:</u> A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the agenda. <u>DISCUSSION:</u> Don mentioned that he forgot to put a budget review on the agenda, and Joe suggested that we add a regular agenda topic for both a budget review and to approve invoices. Don agreed to do this in the future. <u>VOTED:</u> Unanimous.

III. Approval of Meeting Minutes from April 8, 2014

<u>MOTION:</u> A motion was made by Dan Labastie, seconded by Jay Washburn, to approve the meeting minutes from April 8, 2014. <u>DISCUSSION:</u> None. <u>VOTED:</u> Unanimous, with Kevin Rudden abstaining as he wasn't present at the meeting.

IV. Green Communities Grant Program

The Board of Selectmen will sign the application at their meeting posted for Wednesday, April 23rd.

V. Public Water Supply Update

Joe mentioned that he received an email from David Eisen of Abacus which contained an update from Fred Lapham of Shea Engineering on Friday, April 18th. The update was as follows:

Hi David,

An unexpected issue came up here this week. It's put me off about 3 days from when I told you the preliminary would be ready. I will email everything to you

today and the request for the well determination will be made to the Mass Drinking Water Program by Thursday next week, (Monday being a holiday).

Thanks,

Fred

VI. BVT Update

The students from BVT spent three days at the work site last week (Monday, Thursday and Friday) and have removed the boilers and the area has been swept clean. The scrap metal dumpster is still at the work site but will be removed soon. Additional demo work will take place including drywall removal at a soon to be determined date. Joe will contact Paul Fitzgerald with regards to obtaining another dumpster for that work. It is possible that additional demo work could take place, including the removal of stairs.

VII. 30% Design Review and Project Cost Estimate

Joe received an update from David Eisen of Abacus earlier in the day regarding the status of the design and cost estimate. That update is as follows:

We're still going back and forth with Fred on civil to define scope of work. We're planning on sending architectural and MEP to our cost estimator tomorrow and we will follow up with civil. No surprises on the drawings – they follow up on what you've seen. I will send to you as well.

- David

VIII. Review Open Items on Decision Action Log, Potential Future Action Items List and Donation List

Don walked the Committee through the items on the Decision Action Log. An updated copy of the document is included here, along with the Potential Future Action Items List and the Donation List. It will also be posted to the library website.

One item on the log was with regards to the need to hire a Yankee Engineering to perform geo tech borings to determine the soil conditions at the site of the future elevator.

<u>MOTION:</u> A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the hiring of Yankee Engineering for \$4800 to perform geo tech borings to determine the soil conditions at the site of the future elevator. <u>DISCUSSION:</u> None. <u>VOTED:</u> Unanimous.

With regards to the Potential Future Action Items, all the items on the list have either already been considered or will be as part of the building design.

As for the Donation List, Joe suggested that we add one for Paul Fitzgerald for securing dumpsters for the boiler demo work. Joe and Mary provided coffee, donuts and hot chocolate for the BVT students during their demo work. Joe will get in touch with Fred Lapham to ask for a written summary of the work he has performed without compensation in order to express the Committee's gratitude.

ACTION: Joe to contact Fred Lapham to obtain a written summary of the work he has performed without compensation toward the Library Renovation project.



IX. Items not reasonably anticipated 48 hours prior to meeting

Joe updated the Committee that the Taft Library Trustees voted to approve the \$1100 payment for the work performed by Guardian Energy to provide the information needed for the Green Communities Grant Application.

Joe mentioned that he and Paul were at the work site last week and noticed that the septic system holding tanks for the septic system were full of water. Mary Bulso agreed to have ADC look at them when they come back to remove the porta-potty.

Joe informed the Committee that an invoice was received for OPM services from Lamoureux-Pagano for the month of March in the amount of \$960.

<u>MOTION</u>: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve payment of \$960 for OPM services from Lamoureux-Pagano for the month of March. <u>DISCUSSION</u>: None. <u>VOTED</u>: Unanimous.

X. NEXT MEETING

Based on Committee member availability the next meeting will be held on Tuesday, May 6 at 7pm at the Taft Public Library. Agenda will include an update on the Green Communities Grant, Public Water System, BVT Update, 30% Design Review with a Project Cost Estimate, Budget Update and Invoice Approvals.

XI. ADJOURNMENT

<u>MOTION:</u> A motion was made by Jay Washburn, seconded by Kevin Rudden, to adjourn the meeting. <u>DISCUSSION:</u> None. <u>VOTED:</u> Unanimous.

The meeting adjourned at 7:55 p.m.

Minutes by Don Morin

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

Rev 31 04/22/14

_		Lioto	Hoopopolala	Lioto				04/22/14
Item	Item Description	Requested	Responsible 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 engineers involved with this as soon as possible. Abacus/Situ will begin to investigate whether the new library needs a public water supply.		
	of water testing will be needed at the new site, what the expected cost will be and					3/11/14: Fred Lapham of Shea Engineering is pursuing this for the Committee. 3/20/14: This item will be revisited once the Public Water Supply topic is resolved.		
56	when it can be performed.	10/8/2013	Mary	10/30/2013	Processing	4/8/14: Nothing new to report. 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		0/44/0044		0/00/0044	December	leaked, which could have contributed to the problem. 4/8/14: Nothing new to report.		
101	Obtain a quote for moisture slab testing.	3/11/2014	Mary	3/20/2014	Processing	4/22/14: Nothing new to report 3/20/2014: Mary has advertised with a couple of publications seeking a taker for the		
						cupola. Joe will also ask the Board of Selectmen if they want to offer this to the town residents.		
102	Explore options for someone to remove the cupola and patch the roof.	3/11/2014	Marv	3/20/2014	Processing	3/26/2014: Mary hadn't gotten any responses from her advertisements. 4/8/14: Nothing new to report. 4/22/14: Nothing new to report.		
102		3/11/2014	ivicary	5/20/2014	Tiblessing	3/26/2014: Mary had Pace Glass look at the windows and they recommended that we		
						start over and not try to retrofit the existing windows. Two other firms said the same thing. Mary has Milford Glass coming out to look as well. /48/2014 Mary stated that DVW will be visiting the church next week. They are currently		
102	Investigate options for replacing the single pane windows.	3/20/2014	Mary	4/8/2014	Processing	retrofitting the windows at the Milford Town Hall. 4/22/14: Nothing new to report as Mary was not in attendance.		
						3/26/2014: The 30% review and cost estimate were being held up by the site plan and HVAC work. Now that those are being completed, Abacus should be able to close this		
						item soon. They are prioritizing the HVAC and insulation work now, as it will be needed for the Green Communities Grant application.		
						4/8/2014: The 30% review and cost estimate are still awaiting the site plan to be completed.		
105	Ask Abacus when a 30% review will be ready along with a cost estimate.	3/20/2014	Mary	3/26/2014	Processing	4/22/2014: Abacus expects to have a review and cost estimate ready for our next meeting on May 6.		
	Complete Public Water Supply narrative and send it to Joe Cronin by the end of					4/8/2014: Fred updated David Eisen that he would have the work completed by mid-May. 4/22/14: Fred updated David Eisen that he would have the information to the		
106	March.	3/26/2014	Fred L.	3/31/2014	Processing	Massachusetts Drinking Water Program by Thursday, April 24.		
	Show on the drawings where furniture could be parked when moved to allow for activities, meetings, lectures, etc. of up to							
81	25 people Provide alternative layouts for how furniture	2/6/2014	David E.	3/6/2014	Open			
82	can be laid out for meeting functions of up to 25 people.	2/6/2014	David E.	3/6/2014	Open			
	Review existing schedule and update it as							
	needed. Document what the seating capacity will be	2/6/2014	Mary/David E.	3/6/2014	Open			
	in the lower level for meeting space. It was suggested that we keep it to 25 or less due							
85	to the concerns over the public water supply requirements.	2/6/2014	David E.	3/6/2014	Open			
98	Should the water heater be a point of use system?	3/11/2014	Mary/David E.	3/20/2014	Open	3/20/2014: This will be revisited later in the project.		
103	Put together bid documents for the asbestos abatement work.	3/20/2014	Mary	tbd	Open	3/26/2014:The asbestos abatement work will be part of the design scope.		
407	Contact Abacus to clarify questions about the sketch for the location of the HVAC	4/0/0044		4/00/004 *	0			
	units and the MEP document. Contact Fred Lapham to obtain a written	4/8/2014	Mary	4/22/2014	Open			
	summary of the work he has performed without compensation toward the Library	1/00/		= 10/				
110	Renovation project.	4/22/2014	Joe	5/6/2014	Open	l	I L	

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

_								04/22/14
Item	Item Description	Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
	Post pictures from St. Michael's Church so					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
						Title V Inspection was not performed. Item was removed from P&S Agreement by Town		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.
3	Review Mass Building Code requirements to understand impact of going from a church (A4) to a library (A3). Get someone to clear snow from walk and steros at St. Michael's Church.	<u>1/16/2013</u> 1/16/2013	Moritz Kevin	2/27/2013		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. 2/20/14: Abacus informed the Committee that the church was the same code as the library (A3), so this is no longer a concern. Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow if less than 3 inches.	2/20/2014	 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. 2/13: Kevin will get name of scout responsible to Andrew so he can coordinate.
4		1/10/2013	Revin	1/30/2013	Ciuseu		1/30/2013	
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.
5	to the church property.	1/23/2013	Faul / Jay	2/21/2013	Closed	Dudiu.	5/23/2013	2 To. The Martin Works find back requires the dialor to go to a time party
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. 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 bettet 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	monitoring company. Paul will check to see what it would take to make 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?
_	Gather simpler RFQ's for OPM's for review				- ·	Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to revise		2/13: Amy provided Request for Designer Services from the construction
7	at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	this document for the rest of the committee to review on 2/27.	2/13/2013	of a Fire Station in Marshfield.
8	Log in to new town email so we can all use these for future correspondences. Edit the Marshfield Fire Station request for services for OPM and send to committee for review at 2/27 meeting.	2/13/2013	Full Committee Joe	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 2/19/2013	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.
Ť	Once members receive OPM document,							
10	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.

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

								04/22/14
Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
	Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/13: Send updated timeline of funding					5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a		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
12	needs to Linda. (Susan) Gather sample RFQ's for architect for	2/13/2013	Susan	tbd	Closed	bond schedule making funds available in FY14. 3/20: Amy provided sample RFS documents to the committee for review at a future	5/23/2013	to Linda Hawkes.
13	review at future meeting. Request time on next BOS meeting to	2/13/2013	Amy	3/20/2013	Closed	meeting.	3/20/2013	
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	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	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. Send updated OPM RFS document to	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	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.
	Follow up on available shelving at U Mass					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 Tlnio that he try to sell the material to 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 him of the Committee's decision not to use the shelving due to its condition. Lawney will		 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
19	Dartmouth. Send updated OPM RFS document to	3/20/2013	Andrew Joe	4/3/2013	Closed	take care of the shelving from here. 4/10: Susan took care of this and the document will get its final review at the 4/10	8/21/2013	be used. Joe will look into getting some pieces over to the church.
20	Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	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. Review OPM Contract received from Town Counsel as well as fire station contract in	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	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	
	Create first draft of RFS for Architectural services using town of Granby document as a reference. Add parking lot lighting and outdoor	3/27/2013	Joe	4/8/2013		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	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	

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

Image: Note Name Name Name Name Name Name Name Nam	_								04/22/14
mode prive APS los at Automatic stratements and a stratement and a strat	Item	Item Description	Date Requested	Person	Date Required	Status	Decision or Action	Date Delivered	Comments
Dis Description 4100001 Keyn 420001 Keyn 420001 Keyn 420001 27 Modernal frage strateging frage 00000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 0100000 01000000 01000000 01000000 <t< td=""><td></td><td>Contact Blythe Robinson in Upton to obtain</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>		Contact Blythe Robinson in Upton to obtain							
Under Dev General by Section SPC PPS Dev Calculate In Account and set back in the Committee of DPA is societ. PPS Dev Calculate In Account and set back in the Committee of DPA is societ. V Deb Account Interview Dev Dev Interview Dev									
Image: Processing Section 1.1 Image: Processing Section 1.1 Processin	26		4/10/2013	Kevin	4/24/2013	Closed	RFS.	4/24/2013	
Implementation Implementation Implementation Implementation Implementation Implementation Implementation		with RFS and St. Michael's Church with 29							5/13: Don updated the document and distributed it to the Committee for
Image Description Operating and heading for addition matching Operating a model in a continuent processing of parts of the continuent processing of the continuent processing of the continuent processing of parts of the continuent processing of the conto the continuent processing of th	27	North Avenue throughout the document	4/24/2013	Don	5/13/2013	Closed		5/13/2013	
Accord Marcoln SOC match work on SOC match work on SOC match on SOC match on SOC match work work work work work work work work	28		5/13/2013	loe	5/23/2013	Closed		5/30/2013	
Image: Section of Section Sectin Sectin Sectin Section Section Section Section Section Section	20		0/10/2010	000	0/20/2010	010000		0/00/2010	
Package Provide Actional A		bring the following items to them: lawn					5/23: Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS		
1/2 docks, and dock turn payment of bils 11/2010 0x1000 0x10000 0x10000 <th< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td>appointed the committee to additional terms to extend through the life of the project, they</td><td></td><td></td></th<>							appointed the committee to additional terms to extend through the life of the project, they		
20 8.2 6.2 6.2 0.100 office square in feed of states in the control of testing states in the									
Ordek WHD Outside about speaking of paying that the bits with a though about the bits with a table and and pathing of the with about them dependent on boot at a strateging about the bits with about them dependent on boot at a strateging about the bits with about them dependent on boot at a strateging about the bits with about them dependent about with about them dependent about about the bits with about them dependent about the bits with about the bits with about the bits with about the about the bits with about the bits with about the bits with about the about the bits with about the bits with about the bits with about the bits with about the about the bits with about the bits with about the bits with about the about the bits with about the bits with about the about the bits with about the bits with about the bits with about the about the bits with about the bits with about the about the bits with about the bits with about the bits with about the about the bits with about the bits with about the about the bits with about the bits with about the about the bits with about the bits with about the about the bits with about the bits with about the bits with about the about the bits with about the bits with about the about the bits with about the bits with about the bits with about the about the bits with about the bits with about the bits with about the about the bits with about the about the bits with about the bits with about the bits with about the bits with about the about the bits with about the bits with about the abou	29		5/13/2013	Joe/Susan	5/21/2013	Closed		5/23/2013	
Invision of per reinbursted from bord in a last of the second mean set of a bary of the term bills with state and and get in get in the state of the bord bord bord with state and and get in get in the state of the bord bord bord with state and and get in get in the state of the bord bord bord bord bord bord bord bord		Check with Claudia about possibility of	0/10/2010	ood, oddall	0/21/2010	0.0000		0,20,2010	
30 Base frame 5122013 Andrew 5222013 Cleak memory bar is day. S222013 Cleak S222013 Cleak <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>E/22: Andrew confirmed with Cloudia that poving abort term hills with state aid and gatting</td> <td></td> <td></td>							E/22: Andrew confirmed with Cloudia that poving abort term hills with state aid and gatting		
Order, with DOR allow propedly of paying bits with and of the sequence	30		5/13/2013	Andrew	5/23/2013	Closed		5/23/2013	
Bit operations during networks with inter futures Status Second Sta		Check with DOR about possibility of paying							
31 det exclusion in the future. 5/32/013 Sum of plastic fing sheet wing appropriate service plast fing sheet wing appropriate plastic fing sheet wing appropriate service final sheet wing service final sheet wing service final service							5/22: There was no need to do this soparately as Claudia looked into this for the		
13 sights to the ful Committee after the Xay 5002013 Den 6302013 Committee of the Xay 5302013 Committee of the Xay 642013 Committee of the Xay Committee of the Xay 642013 Committee of the Xay 642013 Committee of the Xay	31		5/13/2013	Susan	5/23/2013	Closed		5/23/2013	
32 33 medicing. 530203 Dom 530203 Clease 66: Don sent the accore sheets to the Committee on May 36 as planned. 530203 33 In the June 6 medicing. 5302013 Committee 66: 2011 Clease 66: Nine of the sen committee members submitted fibit score sheets to Don on inse. 66:2013 34 In the June 6 medicing. 5302013 Committee 66:2011 Clease 66: Nine of the sen Committee on May 36 as planned. 66:2013 35 In the June 6 medicing. 5302013 Committee 66: 2011 Clease 66: Nine of the sen Committee on May 36 as planned. 66: 2013 36 In the June 6 medicing. Fill Fill Store									
Send completed score sheets to Don prior Full 642013 Committee Committee 642013 Committee	32		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	
71 Pail, Wait, Wolf and Wolf and Pail of Balance Hand Lyburket of National Hand Hand Lyburket of Natio	52		5/50/2015			010360	oro. Don sent the score sheets to the committee on May 50 as plained.	3/30/2013	
Image: space shelping from Morison Drive to the space	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	
LPA be invited to an interview on June 18th at 7:300m at the Mendon Town Hall. He will also provide Diane with a statement to send to the other four firms regarding the off 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 wash't available on the 18th. 6/10/2013 35 status of the OPM selection process. for public libraries in order to educate the off upublic libraries in order to educate the donation tracking sheet; and with back and the interview will take place on June 26th as the OPM wash't available on the 18th. 6/10/2013 36 Committee. 6/6/2013 Joe 6/28/2013 Closed 6/18: Kerin verified that the spacing for sheking sheet. Joe suggested we of 18: Com asset 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 donation tracking sheet and will work with Andrew and o Bill McHenry to have the lat onation tracking sheet and will work with Andrew and o Bill McHenry to have the lat donation tracking sheet and will work with Afl members of the Building Committee donation website. 6/6/2013 Don 6/28/2013 Closed 6/28: Con added all the requested items to the Donation List. 6/28/2013 All members of the Building Committee donation tracking for the writing your in for the new fiscal year donation ubesite. 6/6/2013 Don 6/28/2013 Closed 7/31: All members have been sworn in for FY 14. 7/31/2013 All members of the Building Committee	34	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		6/5/2013	Closed	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 Tlnio that he try to sell the material to	8/14/2013	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
will also provide Diane with a statement to send to the other frour firms regarding the dist 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 ASK Kevin to look into ADA requirements for public libraries in order to educate the dist bitraries of the volunteer do not into ADA requirements for public libraries in order to educate the dist bitraries of these who volunteered to cut the lawn at the church: Jay washburn (nore). Don agreed to do this as swell 6/18/2013 Add Judy Leonelli's name to the volunteer do not the test bit bitraries of these who volunteered to cut the lawn at the church: Jay washburn (nore). Don agreed to do this as swell 6/28/2013 Closed 6/28/2013 Closed 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 Closed 6/28/2013 Closed 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 6/28/2013 <td></td> <td>LPA be invited to an interview on June 18th</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		LPA be invited to an interview on June 18th							
send to the other four firms regarding the 35 status of the OPM selection process. 66/2013 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 Ask Kewin to look into ADA requirements for public libraries in order to educate the 36 6/6/2013 Joe 6/28/2013 Closed 6/18: Kewin verified that the spacing for shelving should be 42°. 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 oposted to the removation website. 6/6/2013 Don 6/28/2013 Closed 6/18: Kewin verified that the spacing for shelving should be 42°. 6/18/2013 37 posted to the removation website. 6/6/2013 Don 6/28/2013 Closed 6/28: Don added all the requested items to the Donation List. 6/28/2013 All members of the Building Committee need to get sworn in for the new fiscal year 6/18/2013 Closed 7/31: All members have been sworn in for FY 14. 7/31/2013 38 beginning July 1, 2013. Get 7/8/2013 Closed 7/31: All members have been sworn in for FY 14. 7/31/2013 39 LPA for OPM services. 7/12/2013 Joe 7/18/2013 Closed 7/31: Paul, Suaa and Don met with BOS on 7/15 to recommend that the Town negot									
Ask Kevin to look into ADA requirements for public libraries in order to educate the 6/6/2013 Joe 6/28/2013 Closed 6/18: Kevin verified that the spacing for shelving should be 42". 6/18/2013 36 Committee. 6/6/2013 Joe 6/28/2013 Closed 6/18: Kevin verified that the spacing for shelving should be 42". 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 ontaction gheet and will work with Andrew and or Bill McHenry to have the list elegioning July 1, 2013. On 6/28/2013 Closed 6/28/2013 6/28/2013 All members of the Building Committee need to get swom in for the new fiscal year econnected or get swom in for the new fiscal year freecommend going into negotiations with 39 Full 7/1/2013 Closed 7/31: All members have been swom in for FY 14. 7/31/2013 Arrange to meet with BOS on 7/15 to recommend going into negotiations with 39 T/2/2013 Joe 7/8/2013 Closed 7/31: All members have been swom in for FY 14. 7/31/2013 Request OPM for a plan on how they can assist with the process of selecting an assist with the process of selecting an assist with the process of selecting an Full K14: May was unable to attend the 7/31 meeting, but is planning on attending the									
36 Committee. 6/6/2013 Joe 6/28/2013 Closed 6/18: Kevin verified that the spacing for shelving should be 42". 6/18/2013 36 Committee. 6/6/2013 Joe 6/28/2013 Closed 6/18: Kevin verified that the spacing for shelving should be 42". 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 Here and 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. 6/28/2013 Closed 7/31: All members have been swom in for FY 14. 6/28/2013 Closed 7/31: All members have been swom in for FY 14. 7/31/2013 Closed 7/31: Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate this time. 7/31/2013	35	status of the OPM selection process.	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 Committee. 6/6/2013 Joe 6/28/2013 Closed 6/18: Kevin verified that the spacing for shelving should be 42". 6/18/2013 Add Judy Leonelli's name to the volunteer do cut the lawn at the church: Jay Add Judy Leonelli's name to the volunteer do 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. 6/28/2013 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 beginning July 1, 2013. 6/18/2013 Committee 7/31: All members have been sworn in for FY 14. 7/31/2013 39 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 negotiation sare nearly complete at this time. 7/31/2013 39 LPA for OPM services. 7/2/2013 Joe 7/8/2013 Closed 7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services. 7/31/2013 8 Request OPM for a plan on how they can an assist with the process of selecting an Full 7/31: Paul will contact Mary Bulso from LPA to inquire about supoptor for completing the RFP for Designer Ser									
Add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list Andrew and the transmittee Andrew and the set the Building Committee Action the Set	36		6/6/2013	Joe	6/28/2013	Closed	6/18: Kevin verified that the spacing for shelving should be 42".	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 Image: Bill Sheet									
Andrew and or Bill McHenry to have the list posted to the renovation website. 6/6/2013 Don 6/28/2013 Closed 6/28/2013 6/28/2013 All members of the Building Committee need to get sworn in for the new fiscal year heed to get sworn in for the new fiscal year Full Full 6/18/2013 Closed 7/31: All members have been sworn in for FY 14. 7/31/2013 38 beginning July 1, 2013. 6/18/2013 Committee 7/1/2013 Closed 7/31: All members have been sworn in for FY 14. 7/31/2013 Arrange to meet with BOS on 7/15 to recommend going into negotiations with 39 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 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 essist with the process of selecting an Full RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the Full Full		Add Judy Leonelli's name to the volunteer							
37 posted to the renovation website. 6/6/2013 Don 6/28/2013 Closed 6/28/2013 6/28/2013 All members of the Building Committee need to get swom in for the new fiscal year beginning July 1, 2013. 6/18/2013 Committee 7/1/2013 Closed 7/31: All members have been swom in for FY 14. 7/31/2013 Arrange to meet with BOS on 7/15 to recommend going into negotiations with 38 6/18/2013 Committee 7/31: Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate with LPA for OPM services. 7/31/2013 7/31: Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate with LPA for OPM services. 7/31: Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate with LPA for OPM services. 7/31/2013 Request OPM for a plan on how they can assist with the process of selecting an sist with the process of selecting an Full Full RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the Full Full Full									
All members of the Building Committee need to get sworn in for the new fiscal year Full Full Full 38 beginning July 1, 2013. 6/18/2013 Committee 7/1/2013 Closed 7/31: All members have been sworn in for FY 14. 7/31/2013 Arrange to meet with BOS on 7/15 to recommend going into negotiations with 39 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 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 Full Full REP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the	37		6/6/2013	Don	6/28/2013	Closed		6/28/2013	
38 beginning July 1, 2013. 6/18/2013 Committee 7/1/2013 Closed 7/31: All members have been sworn in for FY 14. 7/31/2013 A rrange to meet with BOS on 7/15 to recommend going into negotiations with 39 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. 7/31/2013 Request OPM for a plan on how they can assist with the process of selecting an Full Full RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the Full Full	57	All members of the Building Committee	5/0/2013		5/20/2015	0.0000		0/20/2013	
recommend going into negotiations with 39 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 Full Full 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the Full	38	beginning July 1, 2013.	6/18/2013		7/1/2013	Closed	7/31: All members have been sworn in for FY 14.	7/31/2013	
39 LPA for OPM services. 7/2/2013 Joe 7/8/2013 Closed 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 Full RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the Image: Contract negotiation of the nearly complete at this time. 7/31/2013							7/21. Doub Supported Data mat with POS on 7/15 to recommand that the Town recenticity		
Request OPM for a plan on how they can assist with the process of selecting an 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	39		7/2/2013	Joe	7/8/2013	Closed	with LPA for OPM services. Contract negotiations are nearly complete at this time.	7/31/2013	
assist with the process of selecting an Full 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the							7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the		
				Full					
	40		7/2/2013		7/30/2013	Closed		8/14/2013	

54

55

57

58

59

Building Renovation project.

Services off at Town Hall.

60 Perform reference checks for DRA.

Drop sign-in sheet from site visit for potential responders to RFQ for Designer

Provide updated drawings to Joe to be

scanned and posted to library website.

Perform reference checks for Abacus/Situ.

Send a letter to Library Trustees to explain the contribution of \$10,000 as a matching grant for donations to the Taft Library

Designer Services.

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

10/8/2013

10/8/2013

10/8/2013

10/24/2013

10/30/2013

10/30/2013

Don

Kevin

Paul

Mary

Amy

Paul

10/24/2013 Closed

10/24/2013 Closed

10/21/2013 Closed

11/7/2013 Closed

Closed

Closed

10/30/2013

11/5/2013

responders to the RFQ for Deisgner Services.

posted to the library website, which he did.

the full Committee at the 11/5 meeting.

Committee at the 11/7 meeting

10/24: Kevin sent a letter to the Taft Library Trustees regarding his challenge donation.

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.

11/5: Mary provided the drawings to Joe and he sent them to Andrew to have them

11/5: Amy performed the reference checks on Abacus/Situ and presented her findings to

11/7: Paul performed the reference checks on DRA and presented his findings to the full

Susan Darnell sent a thank you letter on behalf of the trustees to Kevin.

		Date	Responsible	Date				
Item	Item Description	Requested	Person	Required	Status	Decision or Action	Date Delivered	Comments
	Update the RFS for Designer Services and							
	to provide it to Paul for submission to the		1					
	OPM for review, along with the document		1			8/14: Don updated the RFS document and provided it to Paul, who supplied it to Mary		
41	from the Town of Weston.	7/31/2013	Don / Paul	8/7/2013	Closed	Bulso, OPM, along with other pertinent documents.	8/14/2013	
	Put together a request to meet with the		i					
	CPC to discuss opportunities for CPA		1					
	funding in the near future, perhaps in the		1		1			
	September timeframe, and bring a proposal		1		1	8/14: Kevin provided a document that the Committee reviewed and approved for release		
42	to the next meeting. Redact social security numbers, driver's	7/31/2013	Kevin	8/14/2013	Closed	at its meeting on 8/14.	8/14/2013	
	license numbers, and bank/financial		1					
	account numbers from the written		1		1			
	proposals for future review by P3 Project		1		1	8/14: Kevin redacted all the confidential information he found in the OPM proposals. The		
	Planning Professionals.	7/31/2013	Kevin	8/14/2013	Closed	Committee will now make them available to P3 for review.	8/14/2013	
	Let Diane Willoughby know that we will			2/11/2010			3, 1, 1, 2010	
	have the documents ready for P3 to review		1					
	after our next meeting, which will be		1		1	0/4.4. Den informed Diene Willoughburgheut the evolution if the restant of the		
	0.	7/04/00:		0/1/00/-		8/14: Don informed Diane Willoughby about the availability of the redacted documents so	a// //aa/-	
44	scheduled for August 14 th .	7/31/2013	Don	8/1/2013	Closed	she can alert P3 of their availability date.	8/14/2013	
	Contact Joe and Paul to determine how to		1			0/04. Design forme dither Operatives that he had been is context with the Device 101		
	work with Diane Willoughby to arrange for a		1			8/21: Don informed the Committee that he has been in contact with Joe, Paul and Diane		
	meeting with P3 to review the redacted		1		1	and that Joe will work with P3 to arrange a day/time to review the redacted bids for the		
45	bids received for the OPM position.	8/14/2013	Don	8/21/2013	Closed	OPM position.	8/21/2013	
	· · · · · · · · · · · · · · · · · · ·		1			8/21: Susan informed the group that the Tatt Library Trustees had met with the CPC and		
	,		1			Historical Commission in the past when they were considering purchasing the church		
	,		1		1	property. The Historical Commission voted that the church building would not be eligible		
	· · · · · · · · · · · · · · · · · · ·		1		1	for CPA funding but that the existing Taft Library would. There was no discussion on the		
	Contact Joe and Paul to ask one of them to		1		1	rectory, but Susan felt we should wait to determine the future plans for the rectory until		
	get in contact with the CPC to discuss the		1			after we work with the architect on the adaptive reuse of the former church. At that time		
	opportunity for CPA funding using the		1			we will have a clearer picture of the plans for the rectory and can pursue funding if it		
	statement provided above.	8/14/2013	Don	8/21/2013	Closed	makes sense.	8/21/2013	
	Contact Diane Willoughby to schedule a		i			10/8/2013: Diane and Joe have tried to contact P3 without success, so this item will be		8/27: Don reported that Joe has been in contact with Diane Willoughby to
47	review of redacted OPM bids with P3.	8/21/2013	Joe/Paul	9/6/2013	Closed	dropped.	10/8/2013	set up time with P3. Still working on agreeing on a day/time to meet.
	Provide list of all Building Committee		1					
48	member emails to OPM.	8/21/2013	Don	8/23/2013	Closed	8/27: Don sent the email list to Mary.	8/23/2013	
	Update RFP for Designer Services and			1				
	provide updated version to full Committee		1		1	9/5/2013: Don distributed the updated RFP to the Committee for review at the 9/5		
	for review at next meeting.	8/27/2013	Don/Mary	9/5/2013	Closed	meeting.	9/5/2013	
	Submit advertisement for RFQ for Designer			1	1	Ť		
	Services to the Central Register and		1			9/19: Amy submitted the advertisement to the Central Register and Dodge Report for		
	Dodge Report.	9/16/2013	Amv	9/17/2013	Closed	posting on 9/25/13.	9/17/2013	
55		2. 10,2010	<i>,,</i>	2,11,2010			5/11/2010	
	Submit advertisement for RFQ for Designer		1					
	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	
51	contract to the minora Daily Nows.	3, 10, 2010		5/11/2010	0.0000	or ben basining on around on the miniora bany news for posting on a/20/10.	3/11/2010	
	Update RFQ for Designer Services and		1					
	distribute to Committee for one last reading		1					
	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	
	Compile responses to questions from	9/19/2013	Don	9/20/2013	Ciusea	TO/o. Don distributed the updated KFQ to the full Committee for review.	9/20/2013	
	potential responders and send to Don for		1					
		10/0/2012	100	10/15/2012	Closed	10/24: Addendum containing questions from notantial responders was posted as 40/45	10/15/2012	
	posting to the library website. Update matrix to be used for rating and	10/8/2013	Joe	10/15/2013	Ciosea	10/24: Addendum containing questions from potential responders was posted on 10/15.	10/15/2013	
			1			40/04. Deer distributed the undeted ration metric that will be used to get the three		
	ranking the responders to the RFQ for		i _ '	1	l	10/24: Don distributed the updated rating matrix that will be used to rate the three		

10/24/2013

10/24/2013

10/24/2013

11/5/2013

11/5/2013

11/7/2013

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

Development of a process o	Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
 Bernstein er ausgestig finsel and er ausg	nem	•	Requested	1 613011	rtequireu	Otatua		Date Delivered	Commenta
Deck Status dimensional control method Mage		agenda of an upcoming Board of Selectmen's meeting to present the recommendation of Abacus/Situ as the							
Contrast times reproduces to the NPT bit is a specific to the NPT bit is a speci	61	selected design firm.	11/7/2013	Joe	11/18/2013	Closed		11/14/2013	
Control 11/2013 Andrew 11/2013 Andrew 11/2013 Andrew 11/2013 Index 12/11 Andrew 12/11							Formal letters will be sent to the three responders after approval from the Mendon BOS to		
es es bit due to due to due for due public 117:2001 due due to due for due for due	62		11/7/2013	Mary	11/8/2013	Closed	12/11: Mary contacted all three responders to inform them of the decision.	12/11/2013	
Bits Description and a state of the vest state of the second way being a state of the 24 Month Avenue. 12/11/2013 4. Ref Pit Lacked r Jon well called in the second research and the second resecond resecond research and the second research and the second re									
Als Building Longester 1's unique with a bailed with the second of the Building Committee plan to stand the Employee and 1's tructure with the second of the Building Variant, and Varianter Heidely Pary, the second of the Building Variant, and Varianter Heidely Pary, the second of the Building Variant, and Warianter Heidely Pary, the Second of the Building Variant, and the Second of the Building Variant, and the Second of the Building Variant, and the Second of the	63		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	
Al: Building Inspector 7 a vertices will be accessed but reads and update the factor of the set of				-					
Image: Second	64	the Employee and Volunteer Holiday Party.	11/20/2013	Committee	12/1/2013	Closed	Volunteer Holiday Party.	12/11/2013	
Ask Building Reports if a variance wile be meeting the function of the start meeting be the							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		
exclass for the new items youlding to task exclass for the new items youlding to task exclass for the new items youlding to task exclass for the new items youlding to task exclass									
68 of statunets content of street 11/20/2013 Kwn 12/11/2013 Clease variance is not needed. We have this is writing, so this leave information to AbacuSS the the gained information the abacuSS the the gained information the informatin the information the informatin information the information th									
B B B 1211201 Den 1213203 Clease 10% Down sent the Budding Committee contact. Information to Abacu/SBu the day after the B ortication for abacula Sbu. 12112013 Den 1213203 Clease Abacu/SBu. Den 1213203 B 1211 1213203 Clease Abacu/SBu. Den 1213203 Clease Abacu/SBu. Den 11220013 B 1211 Jue 1223203 Clease Monther Committies program variable for day filter the committies program va	65		11/20/2013	Kevin	12/11/2013	Closed		2/20/2014	
Contact May and Abacu/Situ to ask if they can meeting to the use of the 11/20 2013 Job 11/20 2010 66 12/12/11 Job 11/20 2013 Job 11/20 2010 66 12/12/10 Job 11/20 2013 Job 11/20 2010 67 for the grant. Contact Anno to try to gather a chacked of information on what the Green Communities program would like in eturn 12/12/2013 Susan 12/20/2013 Cload 70 for the grant. 12/11/2013 Susan 12/20/2013 Cload 19/2 Abacu/Situ and what the drase on the indice soft the contact of Abacu/Situ and what the drase on the indice soft the contact of Abacu/Situ and what the drase on the indice soft the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and what the drase on the contact of Abacu/Situ and Abacu/Situ and Abacu/Situ and What the drase on the contact of Abacu/Situ and What the drase on the contact of Abacu/Situ and Abacu/Situ and What the drase on the contact of Abacu/Situ and What the drase on the contact of Abacu/Situ and What the drase on the contact of Abacu/Situ and What the drase on the contact of Abacu/Situ and What the Contact on the situ and What the contact on the contact of Abacu/Situ and What the contact on the contact of Abacu/Situ and What the contender Abacu/Situ and What the contact on the contact o							1/9: Don sent the Building Committee contact information to Abacus/Situ the day after the		
6 brevan meet at the new site on 12/10 '' 1/10/2021 use of the 21/2021 Seconde 11th. Contract meeting, for young the advalues to the times of the advalues of the a	66		12/11/2013	Don	12/13/2013	Closed			
ge 11/20/2013 Joe 12/20213 Closed Wednesday, Decomber 11%. Don has posted a meeting for had date. 11/25/2013 Contact Anne to ty to gather a checkled of information on what the Green Communities activity is on posity. We are weaker to display the display in the display. 12/21/2013 Suggest ad contamines activity is on posity. We are weaker to display the display in the display. 2/20/21/4 Anne absorbed for the line yoggest weak weak to meeting. 2/20/21/4 3/2004 Anne absorbed for the line yoggest weak weak to meeting. 12/11/2013 Suggest ad contamines program outper the posity of the display. 2/20/21/4 Anne Mazir to discuss the Green Idea Communities program contractions of the line yoggest contamines program contractivity for line yoggest contamines program contamines program contamines program program contamines program program progresonatave weakeret program contamines prog									
Postex Area to ry to gather a checklard Prove the function of what the Green reformation or what the Green Community program. We should know mid-January what their decision is. 220014 Communities program would like in return 21112013 Susan 12202012 Clease of the Fab 20 meeting is wrinning, and the update is contained in the organise of the Fab 20 meeting. 220014 220014 Suggest a day views the Green of the fab 20 meeting. 107. Abcaus/Start with the Green Communities program representatives and the is wrinning. 220014 12112013 <td>66</td> <td></td> <td>11/20/2013</td> <td>Joe</td> <td>12/3/2013</td> <td>Closed</td> <td>Wednesday, December 11th. Don has posted a meeting for that date.</td> <td>11/25/2013</td> <td></td>	66		11/20/2013	Joe	12/3/2013	Closed	Wednesday, December 11th. Don has posted a meeting for that date.	11/25/2013	
Information on what the Green Instruminity program would like in return Instruminity program. We should know mid-January what their decision is. 22004. Anne attended the meeting his evening, and the update is contained in the Arme Mazar to discuss the Green Instrume 80 Green 12/11/2013 Susan 12/202013 Closed 12/12/2013 22/2014 80 Green 12/11/2013 David E, 12/13/2013 Closed 12/13/2013 12/13/2013 80 Green 12/11/2013 David E, 12/13/2013 Closed 11/14/2014 12/13/2013 9 of the future of the formation 12/11/2013 Closed 11/14/2014 Closed 11/14/2014 9 of the future of the formation 11/12/2013 Closed 11/14/2014 Closed 11/14/2014 9 of the future of the formation 11/12/2013 Closed 11/14/2014 Closed 11/14/2014 10 Andrew 1 11/12/2013 Closed 11/14/2014 Closed 11/14/2014 10 Andrew 1 11/12/2013 Closed 11/14/2014 Closed 11/14/2014 10 Andrew 1 12/13/2013 Closed 11/14/2014 Closed 11/14/2014 11 Andrew 1 12/13/2013 Closed 11/		Contact Apparta try to gother a shaeklist of							
Communities program would like in return 22014 - Anian standard the meeting, in and the update is contained in the section of the event of the event week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet with a suggest a day next week to meet week to decus the for all suggest and the grad and the value week to meeting. 2202014 Ask Fred Layhann of Shae Engineering if a suggest a day next week to meet the location. 12/12/013 Closed 12/12/013 12/12/013 12/12/013 Ask Fred Layhann of Shae Engineering if a suggest at the next meeting. 12/12/013 Kevin is still pursuing the day day week been in contact with Fred Layhann and they will work with a suggest at the next meeting. 22/20/20/14 12/12/013 Not weekste. 12/11/2013 Kevin 1/12/2013 Closed 10/15 Andrew to Park the Mach been stone. 12/13/2013 Not weekste. 12/11/2013 Andrew 12/12/2013 Closed 10/15 Andrew update the contained the next meeting. 22/20/20/14 Not weekste. 12/11/2013 Andrew 12/12/2013 Closed 10/15 Andrew update the Committee on the contained the next meeting. 12/13/2013									
Suggest a day next week to meet with Anne Mazzr to discuss the Green 12/11/2013 David E. 12/13/2013 Closed 19/8: Abacus/Stu met with the Green Communities program representatives and the Mendon program coordinators on December 18th. 12/13/2013 Closed 19/8: Abacus/Stu met with the Green Communities program representatives and the Mendon program coordinators on December 18th. 12/13/2013 Closed 19/8: Abacus/Stu met with the Green Communities program representatives and the Mendon program coordinators on December 18th. 12/13/2013 A ker feed Laphann of Shee Engineering 1/a at a survey has been done at the locatin as drept the Unit Tat Public Lubrary. 12/11/2013 Kevin 13/21/2014 Closed 10/8: Andrew and pote test survey, as one has not been done. 12/13/2013 Post the sepile system plans to the ilbrary website. 12/11/2013 Andrew 12/13/2013 Closed 10/8: Andrew protein the plans to the library website. 12/13/2013 Revisit the linear feet for shelving in the Tom DRA to Abacus/Situ. 12/11/2013 Andrew 13/21/2012 Closed 19/8: Andrew supplied Don with the Androus and Don attached them to the draft meeting. 12/13/2013 Send solf-copy of all fandouts given out at Tom DRA to Abacus/Situ. 12/11/2013 Andrew 12/13/2013 Closed 19/8: Andrew supplied Don with the Androus and Don attached them ton the draft meeting. 12/13/2013 12/									
Anive Mazar to discuss the GreenNoNo1/12.02013Mendon program configurations on December 18th.1/213/2013Ask Fred Laphan of Shea Engineering 1 a site survey has been done at the locationNo1/14/2013ClosedMendon program configurations on December 18th.1/213/201369of the future Taft Public Lbrary.1/2/11/2013Kevin1/92.0014ClosedMendon program configurations on December 18th.2/20.01470Website.1/2/11/2013Kevin1/92.0014ClosedNo meter for sate survey, as one has not been done.2/20.01470Website.1/11/2013Andrew1/21.30201Closed1/92.Andrew postald the plans to the library motion website.1/21/3020370Website.1/21/12/013Andrew1/21.12/012Closed1/92.Andrew postald the Committee on the current shelving at this meeting and the motion website.1/21/3020371meeting to plans created motion 1/21/2013Andrew1/21/32013Closed1/92.01472too Don at the to the minutes.1/21/2013Closed1/92.014Closed1/92.01473meeting too no starks to the minutes.1/21/32013Closed1/92.014Closed1/92.01474too no starks to the minutes.1/21/32013Closed1/92.014Closed1/92.01475meeting too no starks to the minutes.1/21/32013Closed1/92.014Closed1/92.01475meeting too no starks to the minutes.1/21/32013Closed1/92.014 <td< td=""><td>67</td><td></td><td>12/11/2013</td><td>Susan</td><td>12/20/2013</td><td>Closed</td><td>minutes of the Feb 20 meeting.</td><td>2/20/2014</td><td></td></td<>	67		12/11/2013	Susan	12/20/2013	Closed	minutes of the Feb 20 meeting.	2/20/2014	
68 Communities program grant. 12/13/2013 David E. 12/13/2013 Ask Fred Lapham of Shea Engineeing 1 12/13/2013 Closed Memory program coordinators on December 18th. 12/13/2013 of the future Tart Public Ubary. 12/11/2013 Kevin 19/9/2014 Closed May and David have been in contact with Fred Lapham and they will work with 2/20/44. 9 of the future Tart Public Ubary. 12/11/2013 Andrew 12/13/2013 Closed 1/9. Andrew pasted the plans to the library website. 12/13/2013 70 website. 12/11/2013 Andrew 12/13/2013 Closed 1/9. Andrew pasted the plans to the library website. 12/13/2013 70 website. 12/11/2013 Andrew 12/13/2013 Closed 1/9. Andrew pasted the flans to the library website. 12/13/2013 71 new Tart Public Ubary. 12/11/2013 Andrew 11/9/2014 Closed 1/9. Andrew pasted the Committee on the current shelving at this meeting and the pasted the flans to the library website. 12/13/2013 72 from DRA to Abacu/Situ. 12/11/2013 Andrew 12/13/2013 Closed 1/9. Don sent the pointer to align shat are available on the webite. 12/13/2013 7<							1/9: Abacus/Situ met with the Green Communities program representatives and the		
Ak 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 1/92/2014 Closed 1092/2014 Xey and parks been done. 2/20/2014 Post the septic system plans to the library 12/11/2013 Kevin 1/92/2014 Closed 1092/2014 Xey and parks been done. 2/20/2014 70 website. 12/11/2013 Andrew 12/11/2013 Closed 1992/2014 Closed 1992/2014 Closed 1992/2014 Xey and parks been done. 12/11/2013 70 website. 12/11/2013 Andrew 12/11/2013 Closed 1992/2014 Closed 1992/2014 Xey and parks and will have an update at the next meeting. 12/11/2013 80 12/11/2013 Andrew 1992/2014 Closed 1992/2014 Closed 1992/2014 Xey and parks and will have an update at the next meeting. 12/11/2013 Yey and the yey and ye	68		12/11/2013	David E.	12/13/2013	Closed		12/13/2013	
69 of the future Taft Public Library. 12/12/2013 Kevin 1/19/2014 Closed Immo the need for a site survey, as one has not been done. 220/2014 Post the septic system plans to the library 12/11/2013 Andrew 12/13/2013 Closed 1/16: Andrew posted the plans to the library website. 12/13/2013 70 website. 12/11/2013 Andrew 12/13/2013 Closed 1/16: Andrew posted the plans to the library website. 12/13/2013 70 website. 12/11/2013 Andrew 1/16: Andrew posted the Committee on the current shelving at this meeting and the pointer to original floor plans created 2/20/14: Andrew updated the Committee on the current shelving at this meeting and the pointer to original floor plans created 1/16: Andrew uppled Don with the handbuts and Don attached the tort the minutes. 1/11/2013 70 meeting to Don to attach to the minutes. 1/21/12/013 Andrew 1/21/2013 Closed 1/16: Andrew suppled Don with the handbuts and Don attached the no the drait meeting. 1/21/3/2013 71 meeting to Don to attach to the minutes. 1/21/12/013 Andrew 1/21/3/2013 Closed 1/16: Andrew suppled Don with the handbuts and Don attached the no the drait meeting. 1/21/3/2013 73 meeting to Don to attach to the minutes. <		Ask Fred Lapham of Shea Engineering if a							
Post the septic system plans to the library website. 12/11/2013 Andrew 12/11/2013 Closed 19: Andrew posted the plans to the library website. 12/13/2013 70 website. 12/11/2013 Andrew 12/13/2013 Closed 19: Andrew posted the plans to the library website. 12/13/2013 Revisit the linear feet for shelving in the new Taffy to blic Library. 12/11/2013 Andrew 12/13/2013 Closed 19: Andrew updated the Committee on the current shelving at this meeting and the 2/20/2014 2/20/2014 Send pointer to original floor plans created from DRA to Abacus/Stu. 12/11/2013 Closed 19: Don sent the pointer to al plans that are available on the website. 12/13/2013 3 Send soft-copy of all handouts given out at rom DRA to Abacus/Stu. 12/11/2013 Closed 19: Don sent the pointer to al plans that are available on the website. 12/13/2013 13 Tedeling to Dan to attach to the minutes. 12/11/2013 Closed 19: This tem is on-going with Abacus stug the lead. 12/13/2013 14 12/11/2013 Andrew 12/13/2013 Closed 19: This tem is on-going with Abacus stug the lead. 12/13/2013 16 received so far from MASS DEP to romained in the Decision Action Log to 74 Abacus/Stu. 12/11/2013 Closed<	60		10/11/2012	Kouin	1/0/2014	Closed		2/20/2014	
70 website. 12/11/2013 Andrew 12/13/2013 Closed 1/9: Andrew posted the plans to the library website. 12/13/2013 70 website. 12/11/2013 Andrew 1/9: Andrew posted the plans to the library website. 12/13/2013 71 new Taft Public Library. 12/11/2013 Andrew 1/9: Andrew updated the Committee on the current shelving at this meeting and the 2/20/2014 2/20/2014 71 new Taft Public Library. 12/11/2013 Don 12/13/2013 Closed 1/9: Andrew updated the Committee on the current shelving at this meeting and the 2/20/2014 70 meeting to Don to attach to the minutes. 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 70 meeting to Don to attach to the minutes. 12/11/2013 Don 12/13/2013 Closed 1/9: Andrew updated here to the draft meeting minutes. 12/13/2013 70 Abacus/Situ. 12/11/2013 Andrew 1/9: Closed 1/9: Closed <td< td=""><td>09</td><td></td><td>12/11/2013</td><td>Revin</td><td>1/3/2014</td><td>Closed</td><td>nin on the need for a site survey, as one has not been done.</td><td>2/20/2014</td><td></td></td<>	09		12/11/2013	Revin	1/3/2014	Closed	nin on the need for a site survey, as one has not been done.	2/20/2014	
Revisit the linear feet for shelving in the new Taft Public Library. Revisit the linear feet for shelving in the new Taft Public Library. Image: Note that the committee on the current shelving at this meeting and the document is attached. 2/20/2014 Send pointer to original floor plans created from DRA to Abacu/Stu. 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 handous 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 needed for a public water supply. Send infor cap vublic water supply. Send infor cap vublic water supply. Send infor cap vublic water supply. Send in the Decision Action Log to Abacu/Stu. 12/11/2013 Andrew 12/13/2013 Send d affer On APLP 12/11/2013 Don 12/13/2013 Closed 1/9: This filem is on-going with Abacus Stain process of a from MASS DEP to 1/9: This filem is on-going with Abacus taking the lead. 12/13/2013 2/20/2014 Send d affer On APLP 12/11/2013 Don 12/13/2013 Closed 1/9: Don sent link and explanation of what's contained in the Decision Action Log to that advatus advator at the Proor Industrial Abacu/Stu. 12/11/2013 Don 12/11/2013 Don 12/13/2013 Closed 1/9: Don sent link and explana	70		12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew posted the plans to the library website.	12/13/2013	
Revisit the linear feet for shelving in the rew Taft Public Library. 12/11/2013 Andrew 1/9/2014 Closed 2/20/14 ² . Andrew updated the Committee on the current shelving at this meeting and the document is attached. 2/20/14 ² . Send soft-copy of all handouts given out at Tom DRA to Abaccus/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 Tom cess of investigating what's infor received so far from MASS DEP to infor received so far from MASS DEP to contained in the Decision Action Log to Send soft action action to dwat's contained in the Decision Action Log to Hased after to a RP-P for Industrial former church to Mary/Building Committee Tom ceiver to Mary/Building Committee former church to determine who 12/11/2013 Devide L 1/9: Dot sent link and explanation to Abacus/Situ after the last meeting. 12/13/2013 Send a fart of a RP-P for Industrial former church to Mary/Building Committee former church to Mary/Building Committee former church to Mary/Building Committee forme									
71 new Taft Public Library. 12/11/2013 Andrew 1/9/2014 Closed document is attached. 2/20/2014 Send pointer to original floor plans created 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 12/11/2013 Don 12/13/2013 Closed 1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes. 12/13/2013 Start process of Investigating what's Andrew 12/13/2013 Closed 1/9: Consmittee knows what is needed for a public water supply. Since the library idoes not anticipate having more than 25 patrons in the building at the same time for more 2/20/2014 2/20/2014 74 Abacus/Situ. 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 75 Abacus/Situ. 12/11/2013 Don 12/13/2013 Closed 1/9: Don sent link and explanation to Abacus/Situ affer the last meeting. 12/13/2013 76 Abacus/Situ. 12/11/2013 Don 12/13/2013 Closed 1/9: Don sent link and explanation to Abacus/Situ affer the last meeting. 12/13/2013 76		Revisit the linear feet for shelving in the							
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 12/11/2013 Andrew 12/13/2013 Closed 1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting 12/13/2013 Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to 12/11/2013 Losed 1/9: This item is on-going with Abacus taking the lead. 12/20/2014 74 Abacus/Situ. 12/11/2013 Joe 1/9/2014 Closed than 60 days out of the year, a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more does not anticipate having more than 25 patrons in the building at the same time for more does not anticipate having more than 25 patrons in the building at the same time for more does not anticipate faxing the lead. 2/20/2014 2/20/2014 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 12/13/2013 76 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	71	new Taft Public Library.	12/11/2013	Andrew	1/9/2014	Closed		2/20/2014	
Send soft-copy of all handouts given out at 73 meeting to Don to attach to the minutes. 12/11/2013 Andrew 1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes. 12/13/2013 Start process of invocess of invoceses of invocess of invocess of invocess of invoces of invocess of	70		12/11/2012	Don	12/13/2012	Closed	1/0. Don sent the pointer to all plans that are available on the website	12/13/2012	
73 meeting to Do no tattach to the minutes. 12/11/2013 Andrew 12/13/2013 12/13/2013 Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to 12/11/2013 12/11/2014 12/11/2014 12/11/2014 12/11/2014 12	12		12/11/2013	DUII	12/13/2013	CIUSEU		12/13/2013	
needed for a public water supply. Send info received so far from MASS DEP to 74 Abacus/Situ. 12/11/2013 Joe 1/9/2014 Closed than 60 days out of the year, a public water supply. Since the library does not anticipate having more than 25 patrons in the building at the same time for more than 60 days out of the year, a public water supply is not needed. 2/20/2014 Send link and explanation of what's contained in the Decision Action Log to 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 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 76 a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Many/Building Committee Image: Same time time time time time time time ti	73		12/11/2013	Andrew	12/13/2013	Closed		12/13/2013	
info received so far from MASS DEP to 12/11/2013 Joe 1/9/2014 Closed does not anticipate having more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more than 25 patrons in the building at the same time for more for more than 25 patrons in the building at the same time for more for many for line at the patron 12/11/2013 Description 12/11/2013 Description 12/11/2013 Description 12/11/2013 Closed 1/9: Don sent link and explanation to Abacus/Situ after the last meeting. 12/13/2013 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 76 Send a draft of an RFP for Industrial Assessment of the former church to Mary/Building Committee former the same time for more target. 1/9: Abacus is working on this. Mary will follow up with them on the status. 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design. 3/11/2014									
74 Abacus/Situ. 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 Send link and explanation of what's contained in the Decision Action Log to 76 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 Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee Image: Send a draft of an RFP for Industrial hazardous material assessment of the former church to Mary/Building Committee Image: Send a draft of an RFP for Industrial hazardous material assessment of the former church to Mary/Building Committee Image: Send a draft of an RFP for Industrial hazardous material assessment of the former church to Mary/Building Committee Image: Send a draft of an RFP for Industrial hazardous material assessment of the former church to Mary/Building Committee Image: Send a draft of an RFP for Industrial hazardous material assessment of the former church to Mary/Building Committee Image: Send a draft of an RFP for Industrial hazardous material assessment of the former church to Mary/Building Committee Image: Send a draft of an RFP for Industrial hazardous material inspection and design. Image: Send a draft form Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the Image: Send a draft form Abacus. 3/11/2014									
contained in the Decision Action Log to 75 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 Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee 76 Image: Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee 76 Image: Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee 76 Image: Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material inspection and design. 1/9: Abacus is working on this. Mary will follow up with them on the status. 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design. 3/11/2014 76 so they can review it at their next meeting. 12/11/2013 David E. 1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the 3/11/2014	74	Abacus/Situ.	12/11/2013	Joe	1/9/2014	Closed		2/20/2014	
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 Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee 76 so they can review it at their next meeting. 12/11/2013 David E. 1/9: Abacus is working on this. Mary will follow up with them on the status. 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design. 3/11/2014 76 so they can review it at their next meeting. 12/11/2013 David E. 1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the 3/11/2014									
Send a draft of an RFP for Industrial Hygienist consultants to perform a Hygienist consultants to perform a 1/9: Abacus is working on this. Mary will follow up with them on the status. 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 1/9/2014 76 so they can review it at their next meeting. 12/11/2013 David E. 1/9: Joe will follow up with Town Counsel to determine who 1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/14: The process we're following with allowing Abacus to research options and for the	75		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	
hazardous material assessment of the former church to Mary/Building Committee 76 so they can review it at their next meeting. 76 contact Town Counsel to determine who	10	Send a draft of an RFP for Industrial	/11/2010	2011	12/10/2010	0.0000	is a set containing and explanation to house one after the last modiling.	.2,10,2010	
former church to Mary/Building Committee 12/11/2013 David E. 1/9/2014 Closed 3/11/14: The Committee approved the use of Universal Environmental Consultants for the hazardous material inspection and design. 3/11/2014 76 so they can review it at their next meeting. 12/11/2013 David E. 1/9/2014 Closed 3/11/2014 3/11/2014 76 contact Town Counsel to determine who E E F 1/9: Joe will follow up with Town Counsel once we get the draft from Abacus. 3/11/2014							4/0. Alcone is unading as this. Manual follow up with them on the status		
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 Contact Town Counsel to determine who Image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Counsel to determine who image: Contact Town Co									
Contact Town Counsel to determine who 3/11/14: The process we're following Abacus to research options and for the	76		12/11/2013	David E.	1/9/2014	Closed		3/11/2014	
Contact Town Counsel to determine who 3/11/14: The process we're following Abacus to research options and for the							4/0. Les will fellew up with Town Councel ence we get the draft from Alignment		
		Contact Town Counsel to determine who							
	77		12/11/2013	Joe	1/9/2014	Closed		3/11/2014	

Rev 31 04/22/14

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

								04/22/14
Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
nem	Take a look at the roof of the former church	Requested	Person	Required	Status	Decision of Action	Date Delivered	Comments
	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	vears.	1/9/2014	
10	Add linear footage and color code by	12/11/2010	ouy	1/0/2014	010000	Jouro.	1/0/2014	
	collection type to the shelving on the next					2/20/2014: David provided an updated drawing with color coding of the type of collections		
79	revision of the drawings.	2/6/2014	David E.	2/20/2014	Closed	for each type of shelving.	2/20/2014	
	Provide a cost of replacing the stairs from							
	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	
	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					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	
• •	Ask Shea Engineering for guote for a site	2/0/2011	7 414101	0/0/2011	0.0000	3/4/2014: Abacus has a quote for a site survey. The Owner is responsible for a	0/11/2011	
86	survey.	2/6/2014	David E.	3/6/2014	Closed	topographic survey and Abacus will use Shea for the complete survey.	3/4/2014	
						3/4/2014: Abacus has a quote for the testing. It will be reviewed by the Building		
	Look into obtaining a quote for testing for					Committee at the meeting on 3/11.		
87	hazardous material.	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	Obtain a copy of the Mendon Zoning By-	0/6/004 4	Mani	2/6/2044	Close	2/20/2014: More supplied the Zening By Lowe to Abassis/Other	2/20/204 4	
88	Laws and provide them to Abacus/Situ.	2/6/2014	Mary	3/6/2014	Closed	2/20/2014: Mary supplied the Zoning By-Laws to Abacus/Situ. 3/20/2014: Mary has left messages for 1 om Belland at BV1 and is awaiting his reply.	2/20/2014	
						3/26/2014: Mary met with Tom Belland and now has a better understanding of what type		
	Arrange a meeting with BVT to begin					of work the students can assist with. They were recently removed from the Upton work		
	discussions on potential support of the					due to concerns from contractor insurers. It was suggested that we use BVT now for		
	project, like installation of insulation/siding					demo work prior to bringing a GC on board. Work could also be done at the school and		
89	panels, construction of furniture, etc.	2/6/2014	Mary	3/6/2014	Closed	brought in. Perhaps the students could build some items for the new library.	3/26/2014	
	Drop the signed copies of the contract with							
	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 dropped off the signed copies with Diane at the BOS office. 3/20/2014: The Committee agreed to pursue high efficiency air source heat pumps for the	2/20/2014	
						HVAC system and to apply for a Green Communities Grant for a better system than the		
	Let Abacus know that they will need to start					Committee could originally afford.		
	putting together a list of things that could					3/26/2014: Mary has been working with David Eisen on finalizing the insulation decisions		
	be Green Communities grant eligible along					so that the cost estimates for the HVAC system can be completed. Work should be		
91	with the specifications, costs and ROI.	2/20/2014	Mary	3/6/2014	Closed	completed in time for the grant application.	3/26/2014	
						3/4/2014: Anne informed the committee that the library is eligible, but the town needs to		
						close out existing projects before being able to apply for more. She'll know more about		
	the data that Operative a second athreads a					this by 3/13/2014.		
	Update the Committee on whether the library is eligible for the Grant Communities					3/20/14: Anne informed the Committee that \$130K is available for the library via the Green Communities Grant Program. The application deadline is April 18th and Anne will help		
92	Grant program.	2/20/2014	Anne M.	3/6/2014	Closed	with the narrative.	3/20/2014	
32	Provide oil consumption information from	2/20/2014	Anno M.	5/0/2014	0.0300		0/20/2014	
93	former church to Sergio/David	3/4/2014	Don	3/11/2014	Closed	3/11/2014: Don forwarded the oil consumption information to David and Sergio.	3/11/2014	
	Follow up with Board of Selectmen to		1					
	validate that process being used is					3/11/2014: The process being used is working out well for the BOS's office and will		
94	appropriate for handling owner expenses.	3/4/2014	Joe/Don	3/20/2014	Closed	continue.	3/11/2014	
	Contact the Water Commissioners to find					3/11/2014: The Water Commission uses Tim Watson for the testing and maintenance of		
95	out who the town uses for its public water supply management and testing.	3/4/2014	Joe/Don	3/20/2014	Closed	the town's public water supplies. Future engagement with that board will need to take place.	3/11/2014	
90	supply management and testing.	3/4/2014	J06/D011	3/20/2014	CIUSEU	3/20/2014: Joe received an update from the Mass. DEP via the Mendon Board of Health	5/11/2014	
	Contact the Town Clerk to inquire about					that stated that "changing the status of the meeting rooms to public use is the trigger for		
	whether a public meeting can be held in a	1				public water system determination". Given this, the Committee will continue to pursue this		
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	
						3/20/2014: Abacus' engineering consultant Sergio Siani stated that "the heat pumps		
						would be sized so that they alone can provide the required heat. We have a number of		
	Check to see if an electric backup is			a /aa /aa /		these installed in projects that heated the buildings during this past cold winter without	0/00/004	
97	required for air source heat pumps. What are the startup costs of the two	3/11/2014	Mary/David E.	3/20/2014	Closed	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?	3/11/2014	Mary/David E.	3/20/2014	Closed	high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
	Update the comparisons for startup and	5,11/2014		5/20/2014	0.0000		5/20/2014	
	operating costs for the top three options							
	and clearly show with and without A/C so					3/20/2014: The comparisons of all HVAC options were updated and reviewed and the		
100	we can compare apples to apples.	3/11/2014	Mary/David E.	3/20/2014	Closed	high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	

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

_								04/22/14
Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
101	Work with Bill and Anne to clarify the role of the Green Communities Grant Coordinator (Bill's role) should a grant be received.		Don	3/26/2014	Closed	3/26/2014: Don exchanged emails with Anne who described the role of Bill which is to make the projects run smoothly and coordinate details and logistics of the GC projects. He also uploads the energy data in to the MassEnergyInsight computer program. 3/26/2014: Mary and Paul have supplied example budget tracking documents for Joe and	3/26/2014	
104	Put together a budget summary for review at all future meetings.	3/20/2014	Don/Joe	3/26/2014	Closed	4/8/2014: The budget will be reviewed at all future meetings.		
108	Check into the possibility of getting dumpsters supplied to support the BVT work.	4/8/2014	Paul	4/22/2014		4/22/2014: Paul was able to get dumpsters for the boiler demo work. Thanks Paul!		
109	Check on the availability of a licensed engineer to perform the analysis of the soil conditions at the future location of the elevator.	4/8/2014	Dan	4/22/2014		4/22/2014: Dan was able to get a structural engineer to certify the soil analysis at the site of the future elevator. Unfortunately, Abacus' structural engineer prefers to have borings dug at the site to better guarantee the conditions of the soil. Therefore, Dan's engineer will not be used.		