

Approved August 27, 2014

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Wednesday, August 13, 2014
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Don Morin, Kevin Rudden, Moritz Schmid, Jay Washburn; Chuck Noel arrived ~7:17pm

Others Present:

Bill McHenry, Mendon Green Communities Grant Coordinator
Andrew Jenrich, Library Director, Taft Public Library

I. Call to Order

The meeting was called to order by Joe Cronin at 7:01 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Green Communities Grant Application

Bill McHenry informed the Committee that the project deadline is in fact April 30 of 2016, not 2015. The deadline of March, 2015 would be to allow the town of Mendon to apply for additional grant money in the next cycle. If the work isn't completed by the end of March, 2015, the town will just need to wait for the next cycle to apply for additional funding. The deadline cannot be extended. Bill also stated that the work on the HVAC part of the renovation project will need to be tracked using a schedule of values process so that it is easy to show when the project funding has been utilized. The way the reimbursement will work is that the money will get spent by the town and it will then get reimbursed by the Green Communities Program.

With regards to Guardian Energy potentially bidding on the work, Bill stated that they likely won't bid on the project. They are DCAM certified for electrical work only.

Bill stated that he spoke with National Grid about potential incentives for the work being performed under the Green Communities Grant application and that none are available. He did state that N Grid is interested in talking about other incentives for other components of the project that might be available, and that a conference call is planned for Friday, August 15 at 2pm where Bill, Mary and David Eisen will talk with National Grid about other potential incentives that may be available.

Bill informed the Committee that he has also applied for a grant for \$6K to pay for bid specs and design services, which will help defray the cost of our architectural and/or OPM services. He should know within 72 hours if we will receive the grant.

IV. Approval of Meeting Minutes from July 29, 2014

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the meeting minutes from July 29, 2014.

DISCUSSION: Don asked if Paul Fitzgerald was present at the meeting. Susan said he was, so he will be added to the list of those in attendance at the meeting. Jay mentioned that he did not vote to support the motion to have Abacus proceed with the design work under the budget ceiling of \$1,423,162. The minutes will be modified to reflect his abstention from that vote. The motion to adjourn was incomplete in the draft minutes. The time of the adjournment of 8:25pm and the person who seconded the motion (Kevin) will be added to the minutes.

VOTED: Unanimous. Don Morin and Amy Fahey abstained as neither was present at the meeting on July 29.

V. Financial Update

Update on Other Funding Sources:

Susan has kept in touch with Senator Moore's office and explained that while the \$50K energy efficiency grant in the State Budget was vetoed by the Governor, it was subsequently over-ridden by the Legislature and we can now count on that money for our project. The \$1.2 million for the MBLC (Mass. Board of Library Commissioners) budget was also approved, but it isn't clear if we can obtain this funding from the MBLC as our project does not meet their base requirements. Our building is too small. We will need to work with our local legislators to determine if we can tap into this funding source.

ACTION: Susan will contact Senator Moore's office to inquire about them leaning on the MBLC to release the funding to the Town to support this project.

Fund Raising:

Amy is coordinating a fundraising event involving a holiday tour. The Library Trustees are meeting jointly with the Friends of the Mendon Library at their monthly meeting in early September.

Budget Review:

Don shared an updated budget that shows the new funding sources of \$50K (energy efficiency grant mentioned above) in addition to the Green Communities Grant of \$111,062. The new budget shows a deficit of \$74,541.

Jay suggested that we move the Furnishings budget item from hard costs to soft costs, and the Committee agreed with this. When doing this, some overhead costs will be reduced, potentially freeing up some money to add to contingency. Don will update the budget by moving the furnishings line item from hard costs to soft costs and will move the freed up funds to the contingency line item. The Committee also

suggested moving the testing costs to the contingency line item, since the testing line is usually used for verification testing during construction activities.

Invoice Approvals:

An invoice from Abacus was received for Yankee Engineering testing services for \$4820 for their work digging additional test pits. Adding Abacus 10% coordination fee brings the invoice total to \$5302.

MOTION: A motion was made by Kevin Rudden, seconded by Susan Darnell, to approve payment of \$5302 to Abacus for services from Yankee Engineering plus the 10% coordination fee.

DISCUSSION: None.

VOTED: Unanimous.

Chair/OPM Spending Authorizations – None

VI. Septic System Update

Susan informed the Committee that Gary Smith was able to clear the growth behind the building over the leach field. Don will add Gary's name to the volunteer log to thank him for his service. We will need to ensure that the field remain cleared, so Andrew will contact the Parks Department to inquire about them cutting the brush 3-4 times per year.

ACTION: Don will add Gary Smith's name to the volunteer log to acknowledge his work clearing the growth above the leach field behind the building at the future site of the library.

ACTION: Andrew will contact Daniel Byer at the Parks Department to inquire about them cutting the field behind the church 3-4 times per year.

Now that the field is cleared, we can perform work to repair the septic system. Two quotes have been received for the work, one from ADC Septic for \$500 that includes clearing out the roots and using a camera system to check the lines for root growth and one from Stewart Contracting for \$650 that includes clearing of the roots and opening up the elbows 3 feet after the distribution box.

MOTION: A motion was made by Kevin Rudden, seconded by Jay Washburn, to approve the selection of ADC Septic to clear the roots from the distribution box and to check the lines for root growth using a camera system.

DISCUSSION: None.

VOTED: Unanimous.

ACTION: Don will inform Mary of the Committee's decision to use ADC Septic to clear the roots from the distribution box of the septic system.

VII. Update on Well – Condition, Contractor Water Needs, Testing, etc.

Mary is still waiting for a date from Darling to perform the upgrades on the existing well.

VIII. Update on Preparation for Demo work by Worcester County Sherriff's Office

Moritz will obtain hand tools and dust masks to perform the work. Staging will not be needed; the work will be performed in the basement. Lunch will need to be provided daily. Susan agreed to provide lunch for two out of the ten days that the volunteers will be on site. Kevin offered to provide pizza one day, and Mary suggested ordering food from Oliva's and having it delivered. This can be done for the other seven days. We still need to understand when the abatement work will take place. This could require us to delay the work by the Worcester County Sherriff's office. We need to understand if we have a conflict so that we can reschedule the work ahead of time. We also need to understand what time the volunteers plan to arrive and depart each day so someone can provide them access to the site. Andrew, Susan and Kevin all offered to help with going to the site to provide access each day.

ACTION: Don will contact Mary and ask her to contact the Worcester County Sherriff's Office to ask what the expected hours at the site will be.

IX. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that due to the large amount of rain received today he and Moritz checked the building prior to today's meeting. They noticed water in the basement. Moritz suspects that it may be coming from the right front of the building (when facing it from the street) where the ground was disturbed by Yankee Engineering during the test pit excavation. Joe mentioned that David was going to ask Fred Lapham to have a look at the site to see if this is a logical cause for the water.

Joe informed the committee that we needed to formally approve of UEC to perform oversight of the abatement work, do testing while the work is being performed and to provide a report when finished. UEC estimates that this could cost ~\$4K or so. Joe suggested that we approve up to \$6K for the work so that we don't have to come back to approve another request if the work exceeds the \$4K estimate.

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid, to approve the hiring of UEC to perform oversight of the asbestos abatement work for a not to exceed amount of \$6K.

DISCUSSION: None.

VOTED: Unanimous.

With regards to the budget Jay Washburn suggested that we update the direction we gave to David Eisen at the last meeting to work under the ceiling of \$1,423,162. Due to the budget update provided by Don earlier in the meeting, it was suggested that Don update the budget with the new numbers and provide them to Mary to give to David.

MOTION: A motion was made by Moritz Schmid, seconded by Chuck Noel, to have Don make the agreed upon updates to the budget and to provide new direction to David Eisen via Mary Bulso with regards to the budget numbers. Don will move the furnishings cost to the Soft Costs section of the budget, he will restore the

shelving to the budget and increase contingency with what's left. The new budget number will be provided to Mary to pass on to David.

DISCUSSION: None.

VOTED: Unanimous.

X. NEXT MEETING

The next meeting will be held on August 27, 2014 at 7pm at the Taft Public Library. Agenda topics will include an update on the Green Communities Grant and other grants and incentives applied for by Bill McHenry, a schedule review for asbestos abatement and demo work by the Worcester County Sherriff's department, a septic system repair and well water repair update, and a financial update.

XI. ADJOURNMENT

MOTION: A motion was made by Kevin Rudden, seconded by Moritz Schmid to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:21 p.m.

Minutes by Don Morin