

Approved September 1, 2015

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, August 6, 2015
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Moritz Schmid

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates
Corin Cook, Milford Daily News

I. Call to Order

The meeting was called to order by Moritz Schmid at 7:00 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes – July 2, 2015

MOTION: A motion was made by Dan Labastie, seconded by Amy Fahey, to approve the meeting minutes from July 2, 2015.

DISCUSSION: None.

VOTED: Unanimous, with Kevin Rudden abstaining as he wasn't present at the July 2nd meeting.

IV. Construction Update

Mary informed the Committee that the General Contractor continues to move forward with interior demolition work at the project site. They have run into several unforeseen conditions as the "as-built" drawings weren't 100% accurate. The project superintendent has been good about contacting Mary when the unforeseen issues have arisen. In most instances the items have been addressed by Mary and David Eisen (Abacus Architects). Mary summarized how the process works with the Committee, which is as follows:

The Superintendent contacts David Eisen with a change proposal. David reviews the change and either agrees with it or kicks it back to be revised. Once David approves of the change he sends it to Mary who also reviews it and then presents it to Joe Cronin (chair) and Moritz Schmid (vice-chair) for approval. This process will be followed as the project progresses, and if any of the changes involve the need for money, Moritz will forward the approved changes to Don for tracking

against the project budget. In addition, Moritz will send regular weekly updates with pictures to the Committee and will copy Dan Byer and Kim Newman so that they can update the Town's website with the project progress status.

V. Financial Update

Fund Raising:

The Friends have collected ~\$65K to date to go toward the building project. Things have slowed down a little through the summer months. The Friends are planning a cow chip bingo fund raiser for the fall. The Friends were scheduled to meet with Mary, David and Karen Mullen of Signs Plus in Milford on Friday, August 7th to discuss plaques for the naming rights for those who donated money toward the project.

Budget Review:

Don shared an update on the budget. The \$75K debt exclusion funds have been received by the Town and are available for the project. The terms of the bond are 1.75% for three years and the impact won't hit the tax books until FY2017. Don also mentioned that Representative Fernandes and Senator Fattman were able to restore the \$50k energy efficiency earmark to the FY16 budget by overriding the Governor's veto. Kim Newman will request the funds ASAP so that they can be spent before the Governor can eliminate them via 9C cuts in the fall. With these available funds, the project is currently in the black for the first time with a \$17,608 surplus vs. our original budget. Don reminded the group, however, that this budget does not contain any furniture, computers, or other equipment so the donations from the Friends will still be needed.

Amy mentioned that during the August 3rd Board of Selectmen's meeting there was a question about holding off on spending the \$50K in hopes of returning it to the taxpayers, but Linda Hawkes clarified that the money has to be spent for a specific purpose or it will be lost. The Committee felt that the following sequence should be followed with regards to spending the available funds: spend the \$1.7M from the original debt exclusion first, along with the \$50K for energy efficiency improvements. Only after these funds are used will the Committee request spending the \$75K from the second debt exclusion.

Don also informed the Committee that Bill McHenry has informed him that the remaining \$5K from the \$6K OATA grant should be received by the Town in the next week or so as DOER approved the report provided by Bill. The Committee wishes to thank Bill McHenry for his support in acquiring these funds.

Kevin suggested that the Town Treasurer/Collector needed some advanced notice for large expenditures (>\$5K). Don agreed to set up time for him and Moritz to meet with the Town Treasurer/Collector to understand how much lead time will be needed for submitting invoices with large expenditures in the future. Don asked Mary and Moritz to provide him with the forecasted schedule of payments to the General Contractor once the approval cycle is known. Don will then share this with Linda Hawkes so she can prepare for payments ahead of time.

ACTION: Don will set up a meeting where he and Moritz will meet with Linda Hawkes (Town Treasurer/Collector) to discuss time needed for requests to pay invoices for large expenditures.

ACTION: Mary & Moritz will finalize the schedule of spending to the general contractor and will send it to Don, who will share it with the Mendon Treasurer / Collector Linda Hawkes to allow her to properly plan for future payments.

Invoice Approvals:

Moritz informed the Committee that an invoice was received from Lamoureux Pagano for OPM services for the month of June in the amount of \$1200.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie to approve payment of \$1200 to Lamoureux Pagano for OPM services for the month of June.

DISCUSSION: None

VOTED: Unanimous

Chair/OPM Spending Authorizations:

Nothing was approved by Moritz and Mary since the last meeting, although Mary mentioned that there will be a request for the first payment to the General Contractor in the amount of \$31,302. So that Moritz won't have to bring this request to the next meeting, the Committee decided to approve the request immediately.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel to approve payment of \$31,302 to GTC Construction for the first request for General Contractor services.

DISCUSSION: Moritz said he would print out a copy of the request and bring it to the Town Hall for request for payment.

VOTED: Unanimous

Mary suggested that the Committee allow Moritz to approve change requests for a larger dollar amount than the \$2500 originally approved to allow the project to proceed without having to call a special meeting of the Building Committee.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie to increase the dollar amount for Chair/OPM Spending Authorizations from \$2500 to \$10,000.

DISCUSSION: Dan clarified that this was for a net \$10K change in spending as there could be multiple changes on a single request but we're limiting the total increase of a change request to \$10K. Also, if/when Moritz does approve something between Building Committee meetings, he will send an update to Don who will track the spending against the budget. Don will continue to bring budget updates to future meetings where these approvals will be shared with the full Committee.

VOTED: Unanimous

VI. Review Open Items on Decision Action Log and Donation List

1. Community grant update from Friends (Lowes, Home Depot, etc.) – Amy
 - The Friends have not received nor qualified for any grants from local businesses. This item will be closed.
2. BVT support for counters in circulation areas – Moritz
 - Moritz will follow up with the school to schedule the work for the fall semester.
3. Sale of vintage square pendant lights at former church – Don
 - The Town has advertised the lights starting in late July, and the bid opening for any responses is due August 27th. If there are no bidders, the Town will consign them with a shop in Boston.
 - Kevin suggested putting a placeholder on the special town meeting warrant in November to allow for the Town to move any money received from the sale of the pendant lights over to the Library Building project. This item will be carried to our next meeting when we'll know more about the status of the sale of the lights.
4. Plans for engaging flooring donor to prepare for installation – Paul/Mary
 - Mary and Paul will meet with David on August 27th at 11am to discuss plans for engaging the donor of carpeting materials and labor.
5. Availability of lighting rebates to replace florescent fixtures on lower level – David
 - Abacus is working with National Grid with help from Bill McHenry to determine if any rebates are available for the lighting that is being installed.
6. Validate that existing water supply will be sufficient for the new library – Mary
 - Mary, Moritz and Don met with the Mendon Board of Health on July 15th. At the meeting it was agreed that nothing further would be needed for the well as it will only be used for the bathroom facilities and will not be used for drinking water. No testing is required. This item is now closed.
7. Contact Board of Health regarding approval for septic repairs – Don
 - Mary, Moritz and Don met with the Mendon Board of Health on July 15th. At the meeting the Board of Health needed the Town Engineer to approve of using the existing plans in order for ADC Septic to repair the system. Since it has been a few weeks since the meeting and we haven't heard anything, Don will reach out to the Board to ask if a decision has been made.

ACTION: Don will contact the Board of Health to inquire about approval to use the existing septic system plans to perform the necessary repairs.

8. Posting of Construction Progress Pictures on Town Website – Moritz

- Moritz has some pictures and will send the first set to Dan Byer and Kim Newman to have posted to the Town website. He will copy the Committee on his message and will do this weekly so residents can follow the progress of the project.

9. OATA Grant Update – Bill M/Moritz

- As mentioned above the OATA grant has been approved by DOER and the funds should become available to the Town in the next week or so.

VII. Items not reasonably anticipated 48 hours prior to meeting

Don asked if anyone knew how the Committee would acquire the funding from the Green Communities Grant. Nobody was familiar with the process so Don and Moritz suggested that the Committee contact Bill McHenry to find out.

ACTION: Don and Moritz will contact Bill McHenry to inquire about how the Committee will obtain funding from the Green Communities Grant.

Kevin mentioned that he knows of a Mendon boy who would like to build benches for the new library as part of his Eagle Scout project. Kevin will put the boy in contact with Andrew Jenrich and the Friends.

Don read an email from Andrew Jenrich regarding a conversation he had with an abutter of the future library. The neighbor asked Andrew if a fence would be placed between his property and the new library, and also asked if he could use the driveway of the rectory to gain access to the back of his yard. The Committee felt that the request to use the driveway needed to go to the Board of Selectmen and will ask Andrew to relay this to the property owner. Also, there are no plans to erect a fence.

ACTION: Don will relay the results of this discussion to Andrew so he can follow up with the abutter who approached him with the questions outlined above.

VIII. Next Meeting Date, Time and Agenda

The next meeting will be tentatively scheduled for Tuesday, September 1st at 7pm. The meeting will be used to get a status update on construction progress, an update on the naming rights and posting of plaques for donors, a financial update, and a review of the Decision Action Log. Don will check with the Committee as we approach this date to ensure a quorum will be available.

IX. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:01 p.m.

Minutes by Don Morin