

DECISIONS AND ACTIONS LOG

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

Rev 51

04/11/16

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
156	Talk with his carpeting contact to understand what options are available for carpeting that could be used in the lower level where moisture could be a concern. He will also introduce his contact to Mary so they can discuss carpeting options for the project. Mary will take carpeting samples that Paul brought to the meeting with her and will work with David and Paul Puciata to discuss what to select.	12/16/2014	Paul / Mary	1/5/2015	Processing	4/14/2015: Paul will engage with the carpeting provider in the summer months to select materials and begin to put plans in place early so everything is ready to go in the fall, which is when the Committee anticipates the building will be ready for the donated flooring. 8/6/2015: Mary and Paul will meet with David on August 27th at 11am to discuss plans for engaging the donor of carpeting materials and labor. 9/1/2015: The meeting will be pushed to later in September. 12/7/2015: Paul has been in contact with David and the carpeting does not have a long lead time so it will be pursued after the first of the new year. 2/11/16: Paul suggested getting the carpet supplier (Shaw) and the installer (Pavillon Flooring) together with David and Mary the first week of March to pick out the carpeting for the new building. 4/11/2016: Flooring installation company will be visiting the site on April 12th to comprehend the scope of the flooring installation work.		
209	Look into potential MLS grants, Tech Soup, Edge and local consortium members for computers	9/22/2015	Andrew	12/7/2015	Processing	12/7/2015: MLS grants only cover software, but Andrew will follow up with his contacts at the state level to determine what is the recommended best way to pursue technology hardware purchases. 2/11/2016: Don mentioned that computers will be available from the Regional School District at the end of the school year. Don will work with Andrew to configure them with the proper software from Tech Soup. Lawney Tinio offered to assist. 3/14/2016: Don stated that he requested 10 PC's from the Regional School District. The Committee asked Don if he could request 12-16 PC's in case more are needed. 4/11/2016: Don has been in contact with Jay Byer and he has requested that the Regional School District put aside 20 PC's for the Town. The Parks Department wants four of them and no other department has requested any so the library should be able to get as many as it needs.		
210	Check with David to ensure that the cut sheets for the HVAC system have been approved and are ready for release to Bill McHenry so he can share them with DOER as part of the Green Communities Grant reimbursement process.	9/22/2015	Mary	12/7/2015	Processing	2/11/2016: Bill McHenry attended the Feb 11th meeting and is working to wrap up the Green Communities Grant by early March. Don will supply Bill with the necessary HVAC cost information from GTC for Bill to share with DOER. Mary will try to get a BOM listing for Bill as well. 3/14/2016: Bill McHenry explained that the deadline has been extended so he will work with Mary to request the funding once the HVAC installation is complete.		
1	Post pictures from St. Michael's Church so others can view.	1/16/2013	Bill	1/23/2013	Closed	Pictures have been posted to Google Photo Site for all to see. Link is attached in comments to the right.	1/18/2013	Link to pictures of St. Michael's Church
2	Title V Inspection	1/16/2013	Susan / Kevin	1/30/2013	Closed	Title V Inspection was not performed. Item was removed from P&S Agreement by Town Counsel. As built drawings for septic system are on file in Board of Health office at Town Hall. The system was built in 2009, so expectations are that it is in good condition.	1/30/2013	1/30: Need to understand if change from church to library alters the requirements of the septic system. Will generate a new action in the log for this.
3	Review Mass Building Code requirements to understand impact of going from a church (A4) to a library (A3).	1/16/2013	Moritz	2/27/2013	Closed	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.	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.
4	Get someone to clear snow from walk and steps at St. Michael's Church.	1/16/2013	Kevin	1/30/2013	Closed	Tim Hoar will clear snow if accumulation is more than 3 inches. Boy Scout will clear snow if less than 3 inches.	1/30/2013	2/13: Kevin will get name of scout responsible to Andrew so he can coordinate.
5	Find out what it will take to get natural gas to the church property.	1/23/2013	Paul / Jay	2/27/2013	Closed	5/23: Paul updated the group that NSTAR has completed the survey and the estimate to bring the gas main/service to the new Mendon library at 29 North Avenue would cost ~\$52K. This information will be kept on record for review after we have the architect on board.	5/23/2013	1/30: Clough was hooked up at no cost to the town. Paul spoke with Marjorie McDonald from NStar and she is evaluating what it will take now. 2/13 update: M. McDonald called Paul earlier today and left a msg. Paul will return the call. 2/27: Paul brought non-binding applications to inquire about cost for a main line and a hookup to the new library. Joe/Don will take these to the BOS for review. 3/20: Don and Joe took the request to the BOS for signature and Joe forwarded the signed forms to NStar. Now awaiting a response. 3/27: Still awaiting a response from NStar. 4/10: NStar is working on the quote; we should hear back soon.

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6	Test Fire Alarm System once phone is set up at the church. 5/13: What will monitoring cost? (Paul) 5/13: What do the schools pay for their service? (Don) 5/13: What does the town pay for monitoring service for other buildings? (Kevin)	1/30/2013	Paul	2/27/2013	Closed	3/27: Mike Ammendolia informed the committee that we can hook directly to Mendon Dispatch. Paul contacted Lawney Tinio to make this happen, and has since met with Custom Alarm. Still have many questions to answer. 5/23: Paul updated the group that he had been in contact with the Mendon Fire Department and Custom Alarms and that it would cost ~\$400/year to add monitoring to the existing alarm system. The group will not act on this at this time. Joe was in contact with the insurance company and while it is better to have the monitoring in place, having the alarm sound with no monitoring is better than nothing. 5/30: Don updated the group that he got in touch with Jay Byer and the cost for the schools to monitor their buildings is \$650/year each. Jay also informed Don that the two schools in Upton are connected directly to Upton Dispatch, so no monitoring fee is required. He said that Mendon has a grant to upgrade its dispatch center after which time the schools might be able to dial in directly. Jay will update Don when he learns more.	5/23/2013	2/13: Fire Alarm works fine but it requires the dialer to go to a third party 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?
7	Gather simpler RFQ's for OPM's for review at 2/13 meeting.	1/30/2013	Amy / Kevin	2/13/2013	Closed	Marshfield Fire Station document was reviewed on 2/13. Joe Cronin took action to revise this document for the rest of the committee to review on 2/27.	2/13/2013	2/13: Amy provided Request for Designer Services from the construction of a Fire Station in Marshfield.
8	Log in to new town email so we can all use these for future correspondences.	2/13/2013	Full Committee	2/27/2013	Closed	3/27: All committee members can now access their town email accounts so we will use them for all future business pertaining to the building committee.	3/27/2013	2/27: Some have had issues with this. They will seek tech support from JNiro@Worldband.com. 3/20: A couple of members are still having problems logging in. Everyone agreed to take care of this.
9	Edit the Marshfield Fire Station request for services for OPM and send to committee for review at 2/27 meeting.	2/13/2013	Joe	2/19/2013	Closed	Joe completed the updates and distributed the document to the full team for review.	2/19/2013	
10	Once members receive OPM document, send comments to Don so he can compile for review at 2/27 meeting.	2/13/2013	Full Committee	2/25/2013	Closed	A few members provided updates to Don, which he compiled and distributed to the committee at the 2/27 meeting.	2/25/2013	
11	Check with Anne Mazar to understand what Fuel Efficient Vehicles Policy, Criteria 4 means and if Mendon has adopted it.	2/13/2013	Kevin	2/27/2013	Closed	No action needed.	4/10/2013	4/10: Kevin provided Don with a copy of a document that explains Criteria 4 of the Green Communities Program. Essentially it is something that the Selectmen have to keep updated annually. The Building Committee does not have to be concerned with it.
12	Check with Linda Hawkes and Claudia Cataldo to understand requirements and timeline to obtain funding for project. 5/13: Send updated timeline of funding needs to Linda. (Susan)	2/13/2013	Susan	tbd	Closed	5/23: Susan sent the updated timeline of funding to Linda Hawkes and Linda will set up a bond schedule making funds available in FY14.	5/23/2013	2/27: Susan stated that we were getting close to gaining access to money, but we needed to forecast how much money we needed to spend and when so we don't borrow too much up front. Joe suggested a payment schedule for the OPM of 25% when we get the architect, 25% after the drawings were received, and 50% during the construction work phase. Dan suggested even less up front, and Joe stated we may just have a flat monthly payment plan over the course of the project. Nothing was agreed yet, but Susan stated that she has enough information for Linda to get the funding started. 5/13: Joe created a timeline for funding needed. Susan will provide this to Linda Hawkes.
13	Gather sample RFQ's for architect for review at future meeting.	2/13/2013	Amy	3/20/2013	Closed	3/20: Amy provided sample RFS documents to the committee for review at a future meeting.	3/20/2013	
14	Request time on next BOS meeting to discussion natural gas and direct line to Mendon Dispatch for alarm system.	2/27/2013	Don	2/28/2013	Closed	3/20: Don sent the request and Joe and Don were put on the agenda for the March 4th BOS meeting.	2/28/2013	
15	Update OPM RFS document with committee inputs and send to Joe, Amy and Sue for review prior to town counsel.	2/27/2013	Don	3/3/2013	Closed	3/20: Don compiled inputs from the committee and provided it to Susan for Town Counsel review.	3/2/2013	
16	Bring natural gas and alarm system direct line requests to BOS at their next meeting.	2/27/2013	Joe / Don	3/4/2013	Closed	3/20: Joe and Don took the requests to the BOS on March 4th.	3/4/2013	
17	Send updated OPM RFS document to Legal Counsel after revisions by Don, Joe and Amy are incorporated.	2/27/2013	Susan	3/8/2013	Closed	3/20: Susan provided the document to Town Counsel and inputs were received. The committee reviewed the comments at the 3/20 meeting.	3/15/2013	

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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.
19	Follow up on available shelving at U Mass Dartmouth.	3/20/2013	Andrew Joe	4/3/2013	Closed	3/27: Building Committee agreed to take the shelving for potential future use. Joe contacted Lawney Tinio and he has obtained the shelving. It needs to be moved to the old Fire Station for storage. 5/30: Joe, Moritz and Paul will put some shelving together on June 5th at the future home of the library. It is believed that the shelving is too heavy to have the boy scouts unload it, so the group will discuss what to do after Joe, Moritz and Paul experiment with moving some of the shelving. 6/18: There has been no update as to when the shelving needs to be loaded into the old Fire Station. 7/31: Shelving needs to be removed from the trailers. Paul will work with Moritz to determine if the shelving is useful to the project (see item #34 below). Pending outcome of that action, decision will be made whether to store shelving in the garage behind the old rectory at the project site or recommend that the material be scrapped. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage. Don will ask Joe to contact Lawney about this. 8/21: Don informed the Committee that Joe Cronin has contacted Lawney Tinio to inform him of the Committee's decision not to use the shelving due to its condition. Lawney will take care of the shelving from here.	8/21/2013	4/10: Lawney Tinio has arranged to have the donated shelving stored at the old Fire Station. It will be delivered on Saturday, April 20th. 4/24: U Mass Dartmouth was closed on 4/20, so the shelving will now be delivered on May 4th. 5/13: Shelving was picked up by Tinio Corp. It now needs to be moved from trailers to the old Fire Station for storage. 5/23: Joe suggested that we take some pieces to 29 North Avenue to put them together and understand how much will be needed and where it can be used. Joe will look into getting some pieces over to the church.
20	Send updated OPM RFS document to Legal Counsel for final review/approval.	3/27/2013	Susan	4/3/2013	Closed	4/10: Susan took care of this and the document will get its final review at the 4/10 meeting.	4/3/2013	
21	Contact Diane Willoughby to determine process to advertise for OPM services in the Milford Daily News.	3/27/2013	Don	4/8/2013	Closed	4/10: Don contacted Diane and has the information needed to advertise in the Milford paper. A fee will be charged for this advertisement.	4/8/2013	
22	Contact proper personnel at Dodge Report to determine what is needed to advertise for OPM services.	3/27/2013	Joe	4/8/2013	Closed	4/10: Joe contacted the appropriate personnel and knows what is needed to advertise in the Dodge Report. There is no fee. We will also submit the advertisement to the Central Register.	4/8/2013	
23	Review OPM Contract received from Town Counsel as well as fire station contract in preparation for discussion at April 10th meeting.	3/27/2013	Full Committee	4/10/2013	Closed	4/10: The OPM Contract will be reviewed by the committee at the 4/10 and 4/24 meetings.	4/10/2013	
24	Create first draft of RFS for Architectural services using town of Granby document as a reference.	3/27/2013	Joe	4/8/2013	Closed	Committee will review the RFS for Architectural Services at a future meeting in preparation of reviewing it with the OPM once we have one on board.	5/13/2013	4/10: Joe needs to do a bit more work to complete the first draft. The Committee will review this at a future meeting. 5/13: Joe completed the first draft of the document. The Committee will review it at a future meeting.
25	Add parking lot lighting and outdoor mounted equipment to future action items list of Decision Action Log	3/27/2013	Don	4/10/2013	Closed	4/10: Don added these two items to the Potential Future Action Items tab of the Decision Action Log workbook.	4/10/2013	
26	Contact Blythe Robinson in Upton to obtain copies of their RFS for an Architect for the Town Hall Renovation project.	4/10/2013	Kevin	4/24/2013	Closed	4/24: Kevin obtained the sample documents from Blythe Robinson and sent them to Don. Don forwarded them to Joe for him to use on the first draft of our architectural services RFS.	4/24/2013	
27	Update OPM Contract by replacing RFQ with RFS and St. Michael's Church with 29 North Avenue throughout the document	4/24/2013	Don	5/13/2013	Closed	5/13: Committee will use the updated contract once the OPM is selected.	5/13/2013	5/13: Don updated the document and distributed it to the Committee for further review and input.
28	Invite Rich Schofield to the 5/13 meeting to discuss funding for short term needs.	5/13/2013	Joe	5/23/2013	Closed	5/30: Joe invited Rich to the 5/23 and 5/30 meeting but Rich was unable to attend either. This will be revisited in the future.	5/30/2013	5/23: Joe invited Rich but he was unable to attend. Joe will ask Rich to attend the next meeting on 5/30.
29	Attend Mendon BOS meeting on 5/21 and bring the following items to them: lawn cutting at 29 North Avenue, insurance on 29 North Ave and requirement for fire alarm monitoring, possible sale and relocation of rectory, and short term payment of bills (e.g. \$110 for ad in Milford Daily News).	5/13/2013	Joe/Susan	5/21/2013	Closed	5/23: . Joe and Susan attended the Mendon BOS meeting on 5/21 and the BOS appointed the committee to additional terms to extend through the life of the project, they named Mark Reil as their liaison to the building committee, they will look into getting the lawn cut at the new property and they will look into getting the police to use the rectory as office space in lieu of renting trailers in the center of town.	5/23/2013	

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30	Check with Claudia about possibility of paying short term bills with Taft Library funds and get reimbursed from bond at a later time.	5/13/2013	Andrew	5/23/2013	Closed	5/23: Andrew confirmed with Claudia that paying short term bills with state aid and getting reimbursed with bond money later is okay.	5/23/2013	
31	Check with DOR about possibility of paying bills with short term expense funds and getting reimbursed with bond funds from debt exclusion in the future.	5/13/2013	Susan	5/23/2013	Closed	5/23: There was no need to do this separately as Claudia looked into this for the committee.	5/23/2013	
32	Send updated rating sheet with appropriate weights to the full Committee after the May 30 meeting.	5/30/2013	Don	5/30/2013	Closed	6/6: Don sent the score sheets to the Committee on May 30 as planned.	5/30/2013	
33	Send completed score sheets to Don prior to the June 6 meeting.	5/30/2013	Full Committee	6/6/2013	Closed	6/6: Nine of the ten Committee members submitted their score sheets to Don on time.	6/6/2013	
34	Take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together, how much space it takes, etc.	5/30/2013	Joe, Moritz, Paul	6/5/2013	Closed	7/31: Paul, Joe and Moritz tried to put the shelving together but there are many pieces, including buckets of bolts and nuts. They were not able to figure out how to assemble the shelves. Moritz will be checking with Consigli and U Mass Dartmouth to try to find someone who knows how to put the shelving together. He will also try to identify the manufacturer to try to get assembly instructions. If we are unable to determine how to assemble the shelving, we will recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this by the next meeting on August 14th. 8/14: Moritz was unable to obtain documentation for assembling the shelving, and the Super from the project is no longer at Consigli. Given the current condition of the materials, the Committee will recommend to Lawney Tinio that he try to sell the material to recoup his costs for storage.	8/14/2013	6/6: Joe, Paul and Moritz took some pieces to 29 North Avenue on June 5th to put them together and understand how much will be needed and where it can be used. Unfortunately, they didn't have all the right pieces, so they will meet again on June 11th at 6:30pm at Morrison Drive to get more shelving pieces and to do more work. 6/18: The group got rained out on June 11th. They will try again in the future.
35	Contact Diane Willoughby to request that LPA be invited to an interview on June 18th at 7:30pm at the Mendon Town Hall. He will also provide Diane with a statement to send to the other four firms regarding the status of the OPM selection process.	6/6/2013	Joe	6/10/2013	Closed	6/18: The interview will take place on June 26th as the OPM wasn't available on the 18th.	6/10/2013	
36	Ask Kevin to look into ADA requirements for public libraries in order to educate the Committee.	6/6/2013	Joe	6/28/2013	Closed	6/18: Kevin verified that the spacing for shelving should be 42".	6/18/2013	
37	Add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list posted to the renovation website.	6/6/2013	Don	6/28/2013	Closed	6/18: Don added Judy Leonelli's name to the donation tracking sheet. Joe suggested we also add the names of those who volunteered to cut the lawn at the church: Jay Washburn (once) and Mike Watson (twice). Don agreed to do this as well. Susan contacted a landscaper and estimated that this has saved the committee ~\$50 per mowing. 6/28: Don added all the requested items to the Donation List.	6/28/2013	
38	All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013.	6/18/2013	Full Committee	7/1/2013	Closed	7/31: All members have been sworn in for FY 14.	7/31/2013	
39	Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services.	7/2/2013	Joe	7/8/2013	Closed	7/31: Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate with LPA for OPM services. Contract negotiations are nearly complete at this time.	7/31/2013	
40	Request OPM for a plan on how they can assist with the process of selecting an architect.	7/2/2013	Full Committee	7/30/2013	Closed	7/31: Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services. 8/14: Mary was unable to attend the 7/31 meeting, but is planning on attending the meeting on 8/14.	8/14/2013	
41	Update the RFS for Designer Services and to provide it to Paul for submission to the OPM for review, along with the document from the Town of Weston.	7/31/2013	Don / Paul	8/7/2013	Closed	8/14: Don updated the RFS document and provided it to Paul, who supplied it to Mary Bulso, OPM, along with other pertinent documents.	8/14/2013	
42	Put together a request to meet with the CPC to discuss opportunities for CPA funding in the near future, perhaps in the September timeframe, and bring a proposal to the next meeting.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin provided a document that the Committee reviewed and approved for release at its meeting on 8/14.	8/14/2013	

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43	Redact social security numbers, driver's license numbers, and bank/financial account numbers from the written proposals for future review by P3 Project Planning Professionals.	7/31/2013	Kevin	8/14/2013	Closed	8/14: Kevin redacted all the confidential information he found in the OPM proposals. The Committee will now make them available to P3 for review.	8/14/2013	
44	Let Diane Willoughby know that we will have the documents ready for P3 to review after our next meeting, which will be scheduled for August 14 th .	7/31/2013	Don	8/1/2013	Closed	8/14: Don informed Diane Willoughby about the availability of the redacted documents so she can alert P3 of their availability date.	8/14/2013	
45	Contact Joe and Paul to determine how to work with Diane Willoughby to arrange for a meeting with P3 to review the redacted bids received for the OPM position.	8/14/2013	Don	8/21/2013	Closed	8/21: Don informed the Committee that he has been in contact with Joe, Paul and Diane and that Joe will work with P3 to arrange a day/time to review the redacted bids for the OPM position.	8/21/2013	
46	Contact Joe and Paul to ask one of them to get in contact with the CPC to discuss the opportunity for CPA funding using the statement provided above.	8/14/2013	Don	8/21/2013	Closed	8/21: Susan informed the group that the Taft Library Trustees had met with the CPC and Historical Commission in the past when they were considering purchasing the church property. The Historical Commission voted that the church building would not be eligible for CPA funding but that the existing Taft Library would. There was no discussion on the rectory, but Susan felt we should wait to determine the future plans for the rectory until after we work with the architect on the adaptive reuse of the former church. At that time we will have a clearer picture of the plans for the rectory and can pursue funding if it makes sense.	8/21/2013	
47	Contact Diane Willoughby to schedule a review of redacted OPM bids with P3.	8/21/2013	Joe/Paul	9/6/2013	Closed	10/8/2013: Diane and Joe have tried to contact P3 without success, so this item will be dropped.	10/8/2013	8/27: Don reported that Joe has been in contact with Diane Willoughby to set up time with P3. Still working on agreeing on a day/time to meet.
48	Provide list of all Building Committee member emails to OPM.	8/21/2013	Don	8/23/2013	Closed	8/27: Don sent the email list to Mary.	8/23/2013	
49	Update RFP for Designer Services and provide updated version to full Committee for review at next meeting.	8/27/2013	Don/Mary	9/5/2013	Closed	9/5/2013: Don distributed the updated RFP to the Committee for review at the 9/5 meeting.	9/5/2013	
50	Submit advertisement for RFQ for Designer Services to the Central Register and Dodge Report.	9/16/2013	Amy	9/17/2013	Closed	9/19: Amy submitted the advertisement to the Central Register and Dodge Report for posting on 9/25/13.	9/17/2013	
51	Submit advertisement for RFQ for Designer Services to the Milford Daily News.	9/16/2013	Don	9/17/2013	Closed	9/19: Don submitted the advertisement to the Milford Daily News for posting on 9/25/13.	9/17/2013	
52	Update RFQ for Designer Services and distribute to Committee for one last reading to ensure all updates were captured.	9/19/2013	Don	9/25/2013	Closed	10/8: Don distributed the updated RFQ to the full Committee for review.	9/25/2013	
53	Compile responses to questions from potential responders and send to Don for posting to the library website.	10/8/2013	Joe	10/15/2013	Closed	10/24: Addendum containing questions from potential responders was posted on 10/15.	10/15/2013	
54	Update matrix to be used for rating and ranking the responders to the RFQ for Designer Services.	10/8/2013	Don	10/24/2013	Closed	10/24: Don distributed the updated rating matrix that will be used to rate the three responders to the RFQ for Designer Services.	10/24/2013	
55	Send a letter to Library Trustees to explain the contribution of \$10,000 as a matching grant for donations to the Taft Library Building Renovation project.	10/8/2013	Kevin	10/24/2013	Closed	10/24: Kevin sent a letter to the Taft Library Trustees regarding his challenge donation. Susan Darnell sent a thank you letter on behalf of the trustees to Kevin.	10/24/2013	

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56	Contact Tim Watson to find out what type of water testing will be needed at the new site, what the expected cost will be and when it can be performed.	10/8/2013	Mary	10/30/2013	Closed	10/30: Mary contacted Tim Watson and Joe Cronin and they decided to wait until we had the architectural firm on board so we can get their engineers involved. 11/25: Mary spoke with David Eisen of Abacus about getting their engineers involved with this as soon as possible. 12/11: Abacus/Situ will begin to investigate whether the new library needs a public water supply. 1/9/14 - Abacus is working on this with their civil engineer; we should expect an update at our next meeting with Abacus. 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. 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. 4/8/14, 4/22/14, 5/6/14, 5/12/14, 5/22/14, 6/2/2014: Nothing new to report. 6/24/2014: Now that we know we won't have a Public Water System, we need to determine if the Town wants to perform water testing. 7/15/14: The Committee received the following from the Water Commission: Once the new library is up and running it would be handled as some of the other public water supplies are in town; for example the town beach, town hall campus, etc. These come under the authority of the selectmen with the water board doing the testing and reporting. The water dept. is then compensated for these from the selectmen's office. We would have to do the same for the library and be reimbursed by the library trustees or whichever board will have the authority over it. We would not be responsible until it is up and ready to run. I recommend that the library committee stay in contact with Tim Watson to make sure things go right. D.E.P. is very strict about public water supplies.	10/13/2013	
57	Drop sign-in sheet from site visit for potential responders to RFQ for Designer Services off at Town Hall.	10/8/2013	Paul	10/21/2013	Closed	10/24: Paul dropped off a copy of the sign-in sheet from the site visit for potential responders to the RFQ for Designer Services to Diane Willoughby at the Town Hall.	10/24/2013	
58	Provide updated drawings to Joe to be scanned and posted to library website.	10/24/2013	Mary	10/30/2013	Closed	11/5: Mary provided the drawings to Joe and he sent them to Andrew to have them posted to the library website, which he did.	11/5/2013	
59	Perform reference checks for Abacus/Situ.	10/30/2013	Amy	11/5/2013	Closed	11/5: Amy performed the reference checks on Abacus/Situ and presented her findings to the full Committee at the 11/5 meeting.	11/5/2013	
60	Perform reference checks for DRA.	10/30/2013	Paul	11/7/2013	Closed	11/7: Paul performed the reference checks on DRA and presented his findings to the full Committee at the 11/7 meeting.	11/7/2013	
61	Contact Diane Willoughby to be put on the agenda of an upcoming Board of Selectmen's meeting to present the recommendation of Abacus/Situ as the selected design firm.	11/7/2013	Joe	11/18/2013	Closed	11/20: Abacus was not available on 11/18 so they will be on the Board of Selectmen's agenda on 12/2 instead.	11/14/2013	
62	Contact all three responders to the RFQ for Designer Services to inform them of the Building Committee's decision.	11/7/2013	Mary	11/8/2013	Closed	11/9: Mary called all three responders to notify them of the Building Committee's decision. Formal letters will be sent to the three responders after approval from the Mendon BOS to enter into contract negotiations with the selected firm. 12/11: Mary contacted all three responders to inform them of the decision.	12/11/2013	
63	Contact Arcudi Oil to inform them not to deliver oil to the future site of the public library this winter.	11/7/2013	Andrew	11/15/2013	Closed	12/11: Andrew has contacted Arcudi Oil to stop delivery of oil to 29 North Avenue.	12/11/2013	
64	RSVP to Lisa Lepore if you want to attend the Employee and Volunteer Holiday Party.	11/20/2013	Full Committee	12/1/2013	Closed	12/11: A few members of the Building Committee plan to attend the Employee and Volunteer Holiday Party.	12/11/2013	
65	Ask Building Inspector if a variance will be needed for the new library building for lack of distance to center of street.	11/20/2013	Kevin	12/11/2013	Closed	12/11: Kevin spoke with Tim Aicardi who doesn't think that a variance is needed but needs to investigate further to be certain. Pre-existing buildings do not need the variance, but the change of use may change this. Kevin will follow up with Tim on this and update the Committee at the next meeting. 1/9: Kevin spoke to both Mendon's Building Commissioner, Tim Aicardi, and Milford's (John Erickson, whom Tim works for part-time) regarding the question of whether a zoning variance or special permit is needed in order to convert the former St. Michael's Church building into a new town-owned library building. Aicardi and Erickson reviewed Mendon's zoning by-laws together and told Kevin that a variance/special permit is not needed. 2/20/14 - Kevin received an update from Tim Aicardi (Mendon Building Inspector) that a variance is not needed. We have this in writing, so this item is now closed.	2/20/2014	
66	Send Building Committee contact information to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the Building Committee contact information to Abacus/Situ the day after the last meeting.	1/9/2014	

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66	Contact Mary and Abacus/Situ to ask if they can meet at the new site on 12/10 or 12/11.	11/20/2013	Joe	12/3/2013	Closed	11/26: Joe contacted Mary Bulso who contacted Abacus/Situ about meeting at the future site of the Taft Public Library for our next meeting. Everyone is available to do this on Wednesday, December 11th. Don has posted a meeting for that date.	11/25/2013	
67	Contact Anne to try to gather a checklist of information on what the Green Communities program would like in return for the grant.	12/11/2013	Susan	12/20/2013	Closed	1/9: Green Communities activity is on-going. We are waiting to see if the state will allow the addition of the library building to the town's list of eligible properties for the Green Community program. We should know mid-January what their decision is. 2/20/14 - Anne attended the meeting this evening, and the update is contained in the minutes of the Feb 20 meeting.	2/20/2014	
68	Suggest a day next week to meet with Anne Mazar to discuss the Green Communities program grant.	12/11/2013	David E.	12/13/2013	Closed	1/9: Abacus/Situ met with the Green Communities program representatives and the Mendon program coordinators on December 18th.	12/13/2013	
69	Ask Fred Lapham of Shea Engineering if a site survey has been done at the location of the future Taft Public Library.	12/11/2013	Kevin	1/9/2014	Closed	1/9: Kevin is still pursuing this. He will have an update at the next meeting. 2/20/14: Mary and David have been in contact with Fred Lapham and they will work with him on the need for a site survey, as one has not been done.	2/20/2014	
70	Post the septic system plans to the library website.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew posted the plans to the library website.	12/13/2013	
71	Revisit the linear feet for shelving in the new Taft Public Library.	12/11/2013	Andrew	1/9/2014	Closed	1/9: Andrew is reviewing with the MA Library Systems and will have an update at our next meeting. 2/20/14: Andrew updated the Committee on the current shelving at this meeting and the document is attached.	2/20/2014	
72	Send pointer to original floor plans created from DRA to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent the pointer to all plans that are available on the website.	12/13/2013	
73	Send soft-copy of all handouts given out at meeting to Don to attach to the minutes.	12/11/2013	Andrew	12/13/2013	Closed	1/9: Andrew supplied Don with the handouts and Don attached them to the draft meeting minutes.	12/13/2013	
74	Start process of investigating what's needed for a public water supply. Send info received so far from MASS DEP to Abacus/Situ.	12/11/2013	Joe	1/9/2014	Closed	1/9: This item is on-going with Abacus taking the lead. 2/20/14: The Committee knows what is needed for 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	
75	Send link and explanation of what's contained in the Decision Action Log to Abacus/Situ.	12/11/2013	Don	12/13/2013	Closed	1/9: Don sent link and explanation to Abacus/Situ after the last meeting.	12/13/2013	
76	Send a draft of an RFP for Industrial Hygienist consultants to perform a hazardous material assessment of the former church to Mary/Building Committee so they can review it at their next meeting.	12/11/2013	David E.	1/9/2014	Closed	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	
77	Contact Town Counsel to determine who hires the Industrial Hygienist consultants.	12/11/2013	Joe	1/9/2014	Closed	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 Building Committee to approve the selection for reimburseable expenses will continue.	3/11/2014	
78	Take a look at the roof of the former church to understand how many layers of material exist.	12/11/2013	Jay	1/6/2014	Closed	1/9: There are two layers of shingles on the roof, the most recent layer within the last ten years.	1/9/2014	
79	Add linear footage and color code by collection type to the shelving on the next revision of the drawings.	2/6/2014	David E.	2/20/2014	Closed	2/20/2014: David provided an updated drawing with color coding of the type of collections for each type of shelving.	2/20/2014	
80	Provide a cost of replacing the stairs from the main level to the lower level with code compliant ones.	2/6/2014	David E.	3/6/2014	Closed	3/11/14: The Committee decided to replace the stairs as part of selecting a specific design from Abacus.	3/11/2014	
81	Show on the drawings where furniture could be parked when moved to allow for activities, meetings, lectures, etc. of up to 25 people	2/6/2014	David E.	3/6/2014	Closed	3/17/2015: Drawings have been completed and posted to BidDocsOnline.com. Furniture is being solicited through donations.	3/17/2015	
82	Provide alternative layouts for how furniture can be laid out for meeting functions of up to 25 people.	2/6/2014	David E.	3/6/2014	Closed	3/17/2015: Drawings have been completed and posted to BidDocsOnline.com. Furniture is being solicited through donations.	3/17/2015	
83	Review existing schedule and update it as needed.	2/6/2014	Mary/David E.	2/12/2015	Closed	2/12/2015: Schedule for bids has been completed. Renovation schedule will be developed once a GC has been selected.	2/12/2015	
84	Write a letter stating that we don't anticipate that the occupancy of the new Taft Public Library will exceed 25 people more than 60 days per year.	2/6/2014	Andrew	3/6/2014	Closed	3/4/2014: Andrew has all the information regarding usage of the library, but the group is holding off on a letter until it knows more about what is needed for a Public Water Supply. 3/11/14: The Public Water Supply issue is much more complex than originally thought so this letter won't be needed.	3/11/2014	

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85	Document what the seating capacity will be in the lower level for meeting space. It was suggested that we keep it to 25 or less due to the concerns over the public water supply requirements.	2/6/2014	David E.	3/6/2014	Closed	3/17/2015: Since the public water supply is no longer an issue, this item is being closed.	3/17/2015	
86	Ask Shea Engineering for quote for a site survey.	2/6/2014	David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for a site survey. The Owner is responsible for a topographic survey and Abacus will use Shea for the complete survey.	3/4/2014	
87	Look into obtaining a quote for testing for hazardous material.	2/6/2014	Mary/David E.	3/6/2014	Closed	3/4/2014: Abacus has a quote for the testing. It will be reviewed by the Building Committee at the meeting on 3/11. 3/11/2014: The quote was reviewed and approved at the meeting on 3/11/14.	3/11/2014	
88	Obtain a copy of the Mendon Zoning By-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.	2/20/2014	
89	Arrange a meeting with BVT to begin discussions on potential support of the project, like installation of insulation/siding panels, construction of furniture, etc.	2/6/2014	Mary	3/6/2014	Closed	3/20/2014: Mary has left messages for Tom Belland at BVT and is awaiting his reply. 3/26/2014: Mary met with Tom Belland and now has a better understanding of what type of work the students can assist with. They were recently removed from the Upton work due to concerns from contractor insurers. It was suggested that we use BVT now for demo work prior to bringing a GC on board. Work could also be done at the school and brought in. Perhaps the students could build some items for the new library.	3/26/2014	
90	Drop the signed copies of the contract with Diane Willoughby on Monday so that the 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.	2/20/2014	
91	Let Abacus know that they will need to start putting together a list of things that could be Green Communities grant eligible along with the specifications, costs and ROI.	2/20/2014	Mary	3/6/2014	Closed	3/20/2014: The Committee agreed to pursue high efficiency air source heat pumps for the HVAC system and to apply for a Green Communities Grant for a better system than the Committee could originally afford. 3/26/2014: Mary has been working with David Eisen on finalizing the insulation decisions so that the cost estimates for the HVAC system can be completed. Work should be completed in time for the grant application.	3/26/2014	
92	Update the Committee on whether the library is eligible for the Grant Communities Grant program.	2/20/2014	Anne M.	3/6/2014	Closed	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 this by 3/13/2014. 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 with the narrative.	3/20/2014	
93	Provide oil consumption information from 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	
94	Follow up with Board of Selectmen to validate that process being used is appropriate for handling owner expenses.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The process being used is working out well for the BOS's office and will continue.	3/11/2014	
95	Contact the Water Commissioners to find out who the town uses for its public water supply management and testing.	3/4/2014	Joe/Don	3/20/2014	Closed	3/11/2014: The Water Commission uses Tim Watson for the testing and maintenance of the town's public water supplies. Future engagement with that board will need to take place.	3/11/2014	
96	Contact the Town Clerk to inquire about whether a public meeting can be held in a building without a public water supply.	3/11/2014	Joe	3/20/2014	Closed	3/20/2014: Joe received an update from the Mass. DEP via the Mendon Board of Health that stated that "changing the status of the meeting rooms to public use is the trigger for public water system determination". Given this, the Committee will continue to pursue this with Abacus and Fred Lapham of Shea Engineering.	3/20/2014	
97	Check to see if an electric backup is required for air source heat pumps.	3/11/2014	Mary/David E.	3/20/2014	Closed	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 these installed in projects that heated the buildings during this past cold winter without needing supplementary heating."	3/20/2014	
98	Should the water heater be a point of use system?	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/14: This will be revisited by the GC.	3/17/2015	
99	What are the startup costs of the two different efficiency versions of the air source heat pumps?	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	
100	Update the comparisons for startup and operating costs for the top three options and clearly show with and without A/C so we can compare apples to apples.	3/11/2014	Mary/David E.	3/20/2014	Closed	3/20/2014: The comparisons of all HVAC options were updated and reviewed and the high efficiency air source heat pump was chosen as the one to be pursued.	3/20/2014	

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101	Obtain a quote for moisture slab testing.	3/11/2014	Mary	3/20/2014	Closed	3/20/14: 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 leaked, which could have contributed to the problem. 4/8/14, 4/22/14, 5/6/14, 5/12/14, 5/22/14, 6/2/14, 6/24/14, 7/15/14: Nothing new to report. 3/17/2015: Moisture mitigation is part of the project scope and will be handled by the GC.	3/17/2015	
101	Work with Bill and Anne to clarify the role of the Green Communities Grant Coordinator (Bill's role) should a grant be received.	3/20/2014	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	
102	Explore options for someone to remove the cupola and patch the roof.	3/11/2014	Mary	3/20/2014	Closed	3/20/14: 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. 3/26/14: Mary hadn't gotten any responses from her advertisements. 4/8/14, 4/22/14: Nothing new to report. 5/6/14: Joe mentioned that the cross on the cupola was made of wood, and that the cupola was copper. Perhaps we should consider removing the cross and shining the cupola and leaving it in place. 5/12/14: Given the tight budget, we may decide to leave the cupola after all. 5/22/14, 6/2/2014, 6/24/2014, 7/15/2014: Nothing new to report 3/3/2015: Given that nobody wanted the cupola, it will be removed as part of the project work.	3/3/2015	
102	Investigate options for replacing the single pane windows.	3/20/2014	Mary	4/8/2014	Closed	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. 4/8/2014 Mary stated that DVW will be visiting the church next week. They are currently retrofitting the windows at the Milford Town Hall. 4/22/14: Nothing new to report as Mary was not in attendance. 5/6/14: Mary had the final firm look at the windows and they confirmed that the windows will need to be replaced.	5/6/2014	
103	Put together bid documents for the asbestos abatement work.	3/20/2014	Mary	6/17/2014	Closed	3/26/14:The asbestos abatement work will be part of the design scope. 5/22/14: Mary suggested getting bids for abatement work in order to possibly allow the Worcester County Sherriff's dept. to perform more demo work. 6/2/2014: Mary is working with UEC to put together documents for posting to the Central Register. 6/24/2014: Bid documents have been posted to the Central Register.	6/24/2014	
104	Put together a budget summary for review at all future meetings.	3/20/2014	Don/Joe	3/26/2014	Closed	3/26/2014: Mary and Paul have supplied example budget tracking documents for Joe and Don to use. They will have one for review at the April 8 meeting. 4/8/2014: Don shared a sample budget tracking sheet with the Committee and it was well received. Paul suggested adding a column on the summary page to specify the awarded amount for each budgeted item. Don agreed to do this. 4/22/2014: The budget will be reviewed at all future meetings.	4/22/2014	
105	Ask Abacus when a 30% review will be ready along with a cost estimate.	3/20/2014	Mary	3/26/2014	Closed	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. 4/22/2014: Abacus expects to have a review and cost estimate ready for our next meeting on May 6. 5/6/2014: 30% design and initial cost estimate was provided for our meeting on May 6. A detailed review will take place with the architect on May 12.	5/6/2014	
106	Complete Public Water Supply narrative and send it to Joe Cronin by the end of March.	3/26/2014	Fred L.	3/31/2014	Closed	4/8/14: 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 Massachusetts Drinking Water Program by Thursday, April 24. 5/6/14: Fred spoke with Andrew on May 6 about occupancy numbers at the library to try to finalize all questions about the application, which has been submitted. 5/12/14: Fred Lapham attended the meeting and finalized all the open questions. He agreed to submit the application by 5/16/14. 5/22/14: Fred Lapham submitted the application to the DEP for a ruling on the water supply. 6/2/2014: A representative from the Mass DEP will meet at the site on June 4th to discuss the public water system status. This item is now closed.	6/2/2014	

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107	Contact Abacus to clarify questions about the sketch for the location of the HVAC units and the MEP document.	4/8/2014	Mary	4/22/2014	Closed	3/17/2015: Drawings have been completed and posted to BidDocsOnline.com.	3/17/2015	
108	Check into the possibility of getting dumpsters supplied to support the BVT work.	4/8/2014	Paul	4/22/2014	Closed	4/22/2014: Paul was able to get dumpsters for the boiler demo work. Thanks Paul!	4/22/2014	
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	Closed	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.	4/22/2014	
110	Contact Fred Lapham to obtain a written summary of the work he has performed without compensation toward the Library Renovation project.	4/22/2014	Joe	5/6/2014	Closed	5/6/14: Joe submitted a request to Fred regarding the work he has been performing toward the project and is awaiting his reply. 5/14/2015: Dedicated to close this as it has been over a year since it was requested.	5/14/2015	
111	Review the list of shelving provided by Andrew and compare it with what is shown on the 30% design.	5/6/2014	David E.	5/12/2014	Closed	2/12/2015: David reviewed the furniture and shelving with a sub team at a meeting in January.	2/12/2015	
112	Share the results of the Geo Tech Borings and test pits with the Committee when complete.	5/6/2014	Mary	5/27/2014	Closed	5/12/22: The Geo tech report came back favorable with regards to soil conditions for the future elevator, but ground water issues were discovered. There may be a need for a sump pump to be installed at the bottom of the elevator pit. 5/22/14: During the work by Yankee Engineering with the geo tech borings, it was discovered that there was no footing under the foundation in a location where one should have been located according to the as-built drawings for the former church. As a result, Mary obtained a quote from Yankee Engineering to dig additional test pits to determine if other footings exist or if none are present. The Committee will decide upon next steps at their next meeting.	5/22/2014	
113	Send David Eisen a list of the open items on the Decision Action Log ahead of the meeting on Monday, May 12.	5/6/2014	Don	5/12/2014	Closed	5/12/14: Don sent the list to David the morning following the May 6 meeting.	5/12/2014	
114	Check if the Worcester County Sherriff's department offers services to perform demo work for communities within Worcester County.	5/6/2014	Mary	5/12/2014	Closed	5/12/14: Mary checked with the Worcester County Sherriff's office and indeed they do perform demo work for communities. Joe Cronin agreed to work with the Mendon Board of Selectmen's office to draft a letter requesting support.	5/12/2014	
115	Look into the opportunity for obtaining used shelving.	5/12/2014	Moritz	6/2/2014	Closed	6/2/2014: Mary suggested we contact Shrewbury and Hopkinton about used shelving, and Moritz suggested Williams College. Amy agreed to contact these three libraries about potential used shelving. 6/24/2014: Amy contacted other towns but nothing is available. Franklin High School has some furniture and shelving available. Andrew will check it out. This item is now captured under #133.	6/24/2014	
116	Ensure that the cost estimate specifies a three stop, two sided elevator.	5/12/2014	David E.	6/2/2014	Closed	6/2/2014: David assured the Committee that the proposed \$225K would be sufficient to obtain the required three stop, two sided elevator.	6/2/2014	
117	Investigate the cost of an elevator with contacts at Bay State.	5/12/2014	Moritz	6/2/2014	Closed	11/5/2014: Moritz contacted someone at Atlantic Elevator who provided him with some installation, testing and maintenance cost estimates. It's unclear what the best option would be, but Abacus is looking into all alternatives at this time.	11/5/2014	
118	Follow up on electrical cost estimates and validate that three phase service will be available.	5/12/2014	David E.	6/2/2014	Closed	6/2/2014: David validated that 3-Phase servcie is available at the site on North Avenue.	6/2/2014	
119	Compare latest cost estimate to original budget to ensure we fully understand how hard and soft costs compare.	5/12/2014	Don	6/2/2014	Closed	6/2/2014: Don shared his initial summary that compared our original budget from DRA with the latest cost estimate along with potential cost savings opportunities. This will become a regular agenda topic at future meetings.	6/2/2014	
120	Work with the Town to draft a letter to the Worcester County Sherriff's office to inquire about obtaining volunteers to perform demolition work at the work site.	5/12/2014	Joe	6/2/2014	Closed	5/22/2014: Joe worked with the Town and a letter has been drafted and sent to the Worcester County Sherriff's office requesting support for demo work.	5/22/2014	
121	Obtain a proposal for a structural engineer to witness test pits and write a professional engineering summary.	5/22/2014	Dan	6/2/2014	Closed	6/2/2014: The Committee agreed to hire Yankee Engineering to perform the test pit excavating and a professional engineering summary.	6/2/2014	
122	Inquire about getting someone to dig the test pits for a structural engineer to witness in order to determine if footings exist under the foundation of the building.	5/22/2014	Susan	6/2/2014	Closed	6/2/2014: This item was not needed as the Committee agreed to hire Yankee Engineering to perform the test pit excavation.	6/2/2014	

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123	Ask Abacus if they would be willing to move forward with the project assuming that no footings exist.	5/22/2014	Mary	6/2/2014	Closed	6/2/2014: This item was not needed as the Committee agreed to hire Yankee Engineering to perform the test pit excavation.	6/2/2014	
124	Contact Representative Fernandes to inquire about potential funding assistance for the project.	6/2/2014	Don	6/24/2014	Closed	6/24/2014: Don contacted Representative Fernandes who worked with Senator Moore to get funding for the library added to the 2015 budget proposal.	6/24/2014	
125	Talk with Mike Pagano about how to handle the well improvement work, likely within the scope of the project.	6/24/2014	Mary	7/15/2014	Closed	7/15/2014: Mary is looking into obtaining bids to bring the well up to code, and the Committee will decide on when to perform the work at a future meeting..	7/15/2014	
126	Send the final report from Yankee Engineering to Don who will forward it on to the full Committee.	6/24/2014	Mary	7/15/2014	Closed	7/15/2014: Mary sent the report from Yankee Engineering to Don who forwarded it to the full Committee for review.	7/15/2014	
127	Ask landlord to borrow his brush hog so he can clear the field behind the church where the septic system leach field and distribution box are located.	6/24/2014	Kevin	7/15/2014	Closed	7/15/2014: Kevin was able to clear some of the field behind the church, but the work was too much for him and other options will be pursued.	7/15/2014	
128	Contact another septic system repair company to ensure that the quote from ADC is competitively priced.	6/24/2014	Dan	7/15/2014	Closed	7/15/2014: Dan contacted two other potential septic system repair companies and we are awaiting a written bid from at least one of them.	7/15/2014	
129	Create list of hand tools that will need to be donated during the first two weeks of September for use by the Worcester County Sheriff's Department volunteers.	6/24/2014	Mary / Moritz	7/15/2014	Closed	7/15/2014: Moritz agreed to do this for the Committee. 8/27/2014: Mary and Moritz finalized the list of hand tools needed for the demo work. 8/27/14: Joe paid for some hand tools and Moritz loaned some tools as well.	8/27/2014	
130	Set up time to walk the site with Moritz to determine what type of outdoor work could be performed by the Worcester County Sheriff's Dept. volunteers and to determine if staging can be easily set up for the volunteers to use.	6/24/2014	Mary	7/15/2014	Closed	8/27/14: Mary has decided to focus on the interior work and will not use staging due to safety concerns.	8/27/2014	
131	Draft a letter to the Town Crier thanking BVT students for volunteering their time to perform demo work at the former church.	6/24/2014	Jay	7/15/2014	Closed	8/27/14: Jay agreed to do this for Joe. 9/13/14: Jay will also draft one for the Worcester County Sheriff's office after they complete the demo work. 9/20/2014: Jay drafted and submitted the letter to the Town Crier.	9/20/2014	
132	Provide Andrew with a catalog of fund raising opportunities like the bumper sticker campaign so Andrew can share it with the Trustees on June 25 th .	6/24/2014	Kevin	7/15/2014	Closed	7/15/2014: Kevin provided the catalog to Andrew.	7/15/2014	
133	Contact Bob Gilchrist to set up a time to visit the old Franklin High School to see if anything might be useful for the new Taft Public Library.	6/24/2014	Andrew	7/15/2014	Closed	7/15/2014: Andrew visited the school and noted several items that could be of use to the new library. Andrew will follow back up with Bob Gilchrist about picking up some of the items. 8/13/14: Unfortunately the items of interest are no longer available.	8/13/2014	
133	Contact landscapers that they know in the area to ask about clearing the growth over the septic system distribution box and leach field.	7/15/2014	Susan, Moritz, Don	8/13/2014	Closed	8/13/14: Susan found Gary Smith who volunteered to perform the work.	8/13/2014	
134	Ensure that a working hose bib is available for a future contractor to use while performing abatement work.	7/15/2014	Joe, Moritz	8/13/2014	Closed	8/13/14: A working hose bib does exist for contractors to use.	8/13/2014	
135	Contact Home Depot to inquire about donating some supplies to help with the demo work to be performed by the Worcester County Sheriff's Dept.	7/15/2014	Amy	8/13/2014	Closed		8/13/2014	
136	Contact Representative Fernandes about possibly reinstating the \$50K energy efficiency grant in the 2015 State Budget.	7/15/2014	Don	8/13/2014	Closed	8/13/14: Don got in touch with Representative Fernandes who has worked to get the governor's veto overridden to replenish the \$50K to the 2015 budget.	8/13/2014	
137	Provide unanticipated cost information to Senator Moore's office.	7/15/2014	Susan	8/13/2014	Closed	8/13/14: Susan provided the necessary informatin to Senator Moore's office to assist with soliciting funding to support the project.	8/13/2014	
138	Meet with National Grid to identify incentives that could be applied to the project.	7/29/2014	Susan, Bill	8/13/2014	Closed	8/13/14: Bill informed the committee that a conference call has been scheduled with National Grid, Mary and David Eisen. 8/27/14: A meeting with National Grid was held and the process for pursuing incentives is understood.	8/27/2014	

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139	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.	8/13/2014	Don	8/27/2014	Closed	8/27/2014: Don added Gary's name to the list.	8/27/2014	
140	Contact Daniel Byer at the Parks Department to inquire about them cutting the field behind the church 3-4 times per year.	8/13/2014	Andrew	8/27/2014	Closed	9/20/2014: This will be pursued in the spring.	9/20/2014	
141	Inform Mary of the Committee's decision to use ADC Septic to clear the roots from the distribution box of the septic system.	8/13/2014	Don	8/27/2014	Closed	8/27/2014: Don informed Mary of the decision and Mary coordinated the work.	8/27/2014	
142	Contact MAAB to see what options might be available to maintain ADA accessibility compliance and save money at the same time.	11/20/2014	David E.	12/4/2014	Closed	12/4/2014: Mary reported that a lift would not be allowed but that a hydraulic elevator will save a good amount of money and is the preferred way to go.	12/4/2014	
143	Check into what savings may be available from a different type of siding on the building.	11/20/2014	David E.	12/4/2014	Closed	12/4/2014: A different type of siding (EIFS) is being proposed to reduce the cost of the project.	12/4/2014	
144	Complete draft of fund raising flyer and share with others to get it ready for a December issue of the Town Crier.	11/20/2014	Amy	12/4/2014	Closed	12/4/2014: The flyer was reviewed at the meeting on 12/4/2014.	12/4/2014	
145	Meet with Kim Newman to get an understanding if additional funds might be available from the Town.	11/20/2014	Mary and Andrew	12/4/2014	Closed	12/4/2014: Mary and Andrew met with Kim and informed the Committee that she is excited about the library project and is willing to go to Town Meeting to request additional funds if necessary. However, she also mentioned that she also wants to pursue completing the police station and may want to tie the two funding requests together.	12/4/2014	
146	Contact Home Depot to inquire about getting materials at cost.	11/20/2014	Amy	12/4/2014	Closed	12/4/2014: Amy reported that an online application for donations is available but she also contacted the local branch in Bellingham and someone there suggested that we just submit a letter on library letterhead asking for materials to be donated. 12/16/2014: Amy asked what types of donations the Committee should request, and it was suggested that she ask about plumbing items like toilets, sinks, fixtures, and hand dryers, as well as pavers. Amy will follow back up with the local store and will plan a site visit to discuss donations. 1/6/15: Amy reported that the Home Depot does not give major donations but does offer the option to apply for a grant of up to \$5K. The application window opens up on February 1st. Amy will submit the application when it becomes available. 3/3/2015: Amy mentioned that Lowes is offering community grants up to \$25K. The grant window opens on March 30th. Home Depot offers \$5K grants. Amy will follow up on both. 3/17/2015: The Friends of the Taft Library will contact local businesses to solicit donations for the project. 8/6/2015: The Friends have not have not received nor qualified for any grants from local businesses. This item will be closed.	8/6/2015	
147	Contact Kim Newman about how to proceed with oil tank removal for the rectory.	11/20/2014	Mary	12/4/2014	Closed	12/4/2014: The Committee agreed to remove the oil tank for the rectory and to inform the Selectmen about it since it's not within the scope of the library project.	12/4/2014	
148	Draft a thank you letter to Republic Services for their dumpster donations.	11/20/2014	Kevin	12/4/2014	Closed	12/4/2014: Kevin stated that he has drafted a letter and will deliver it next Monday when he sees a representative of the company. 12/16/2014: Kevin wasn't able to make it to this meeting so we aren't sure if this happened. 1/6/15: Kevin sent the thank you letter to Republic Services on behalf of the full committee.	1/6/2015	
149	Summarize all the reductions in the cost estimate so that the Committee can determine whether to approve or reject each item at our next meeting.	12/4/2014	Don	12/16/2014	Closed	12/16/2014: Don did this and the Committee reviewed and approved all the changes with the exception of the skylights and tempered glass as mentioned above.	12/16/2014	
150	Check with David Eisen to list those items that could be performed at a later date if funding isn't available to do the work early in the project.	12/4/2014	Mary	12/16/2014	Closed	12/16/2014: The team began to discuss which items could be performed later in the project if funding isn't available, and will continue to do so as 100% designs are created. 3/3/2015: All items that could be listed as add alternates will be included in the request for bids.	3/3/2015	

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151	Check with David Eisen to determine what work if any can be performed with volunteers once a general contractor is hired.	12/4/2014	Mary	12/16/2014	Closed	12/16/2014: This item will be revisited once a General Contractor is hired and all "add alternates" are understood.	12/16/2014	
152	Ask David Eisen to create a list of furniture that might be needed so members can potentially solicit donations.	12/4/2014	Mary	12/16/2014	Closed	12/16/2014: David will meet with a few members of the Committee to review current plans and discuss items that will be needed to support the new building. 2/12/2015: David, Paul P and Mks K met with Susan, Andrew and Paul on 1/21/2015 to review the library layout and furniture. The list of items needed will be pursued at a future date.	2/12/2015	
153	Obtain a quote for moving shelving to the rectory for storage until it can be installed.	12/4/2014	Mary	12/16/2014	Closed	12/16/2014: Mary and Andrew are still working with the Boston Public Library to obtain donated shelving that can be moved to the site for future use in the new building. 1/6/2015: Mary and Andrew are planning to visit the Boston Public Library on Wednesday, January 7th to inspect the donated shelving that can be moved to the site for future use in the new building. Kim Newman plans to make the visit with them along with a representative from the moving company. 2/12/2015: Shelving was obtained and moved to the former Mendon Fire Station for storage by Sterling Movers after approval by Mary and Moritz. The payment was authorized at the February 12th meeting.	3/3/2015	
154	Assist Andrew with understanding what types and quantity of PC's are available from the Regional School District and to obtain whatever makes sense for the existing and future library. He'll also inquire about what will happen with the PC's that aren't taken by the library.	12/4/2014	Don	12/16/2014	Closed	12/16/2014: Don reported that he hadn't made contact with the Regional School District yet but that he would do so and then report back at the next meeting. 1/6/2015: Don reported that he has made contact with the Regional School District and that the PC's become available at the end of the fiscal year (June 30th). At that time many PC's can be purchased for a nominal fee as they will have reached the end of their lease. He will provide more information as we approach the June date. 5/14/2015: Given that the school override failed, it's likely that the PC's will not become available. Will monitor what the School Committee decides to do next with regards to the 2016 budget and will then go from there. Will also check out the techsoup.org website for options, working with the Friends of the Taft Library. 7/2/2015: Don has been in contact with Jay Byer from the Regional School District and because the operational override failed in Mendon in May, new PC's could not be ordered so the availability of used PC's will be pushed one year. The committee will have to pursue other options for PC's or wait till June of 2016. This topic will be added to a future meeting agenda.	7/2/2015	
155	Send questions about cost estimate items to Mary ahead of the next meeting. She will also ask David to create a list of "add alternates" that can be pursued later if funding isn't available, and will ask if the Cost Estimator's changes can be tracked. We will discuss when David will be ready to go out to bid at the next meeting.	12/4/2014	Committee	12/16/2014	Closed	12/16/2014: The Committee brought their items to the meeting and reviewed them with David.	12/16/2014	
157	Talk with his experts to determine how confident they are that moisture mitigation plans will address the problems in the lower level, allowing carpeting to be installed.	12/16/2014	David E.	1/26/2015	Closed	5/14/2015: Final designs have been completed and the GC will work with the proper sub contractors to ensure that the right preparation for the lower level will be performed to allow for the donated flooring to be installed.	5/14/2015	

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158	Work with Mary on a plan to determine if BVT can provide finish carpentry work like building the circulation desk and/or back counter.	12/16/2014	David E.	1/26/2015	Closed	2/14/2015: Moritz submitted a request for BVT to build the counters in the new library. 4/22/2015: Moritz received a message from BVT stating that the work cannot be done in the current school year but should be requested for the 2015-2016 school year. Moritz will follow up to ensure that the request makes it on the list for the next school year. 7/2/2015: Don spoke with Tom Belland and he stated that BVT could support the counters of the "non-circulation desks" in the fall. Moritz will follow up with the school as we get closer to the fall semester to schedule the work. 8/6/2015: Moritz will follow up with the school to schedule the work for the fall semester. 9/1/2015: Moritz still needs to get a committed date for completion of the counters from BVT. 12/7/2015: BVT students were at the building site today and David Eisen has been in contact with Tom Belland at BVT. The counters may be a little too big for BVT's capabilities so David may have to split up the design and add a seam. David will work directly with BVT on this. 2/1/2016: It's not clear if BVT can build the counters or not. If not, Moritz will find an alternative source. 4/11/2016: Moritz confirmed that BVT will not be able to do the work so other options will be pursued.	4/11/2016	
159	Look into what options exist for more affordable tempered glass.	12/16/2014	David E.	1/26/2015	Closed	5/14/2015: The designs have been released to the GC using cost effective materials.	5/14/2015	
160	Set up meeting with Andrew, Susan and Paul to review the latest plans and ensure functionality is clearly understood. They will also begin to compile a list of furniture that is not currently included in the cost estimate.	12/16/2014	David E.	1/5/2015	Closed	2/12/2014: Meeting was held on January 21, 2015. Susan captured minutes of the meeting.	2/12/2015	
161	Check with Fred Lapham to get things moving forward with regards to using the existing septic plans in order to perform the needed repairs.	1/6/2015	Mary	1/31/2015	Closed	3/3/2015: Approved plans have been received from the Board of Health and they will be used to try to repair the system.	3/3/2015	
162	Send the book drop specifications to the Committee to review.	2/12/2015	David E.	3/3/2015	Closed	3/3/2015: David stated that he would send this information to Andrew. 3/17/2015: David supplied this information to Andrew.	3/17/2015	
163	Review the lighting details with the Committee at the next meeting.	2/12/2015	David E.	3/3/2015	Closed	3/3/2015: David reviewed the lighting details with the Committee.	3/3/2015	
164	Committee needs to fill out the request form on BVT's website to request support to build counters for the new library. Don will talk with Moritz and Joe about submitting this request.	2/12/2015	Don	3/3/2015	Closed	3/3/2015: Moritz submitted the request to the BVT website.	3/3/2015	
165	Verify that at least one PC station is ADA accessible.	2/12/2015	David E.	3/3/2015	Closed	3/3/2015: David verified that at least on PC station would be ADA compliant. In fact, they all will likely be.	3/3/2015	
166	Check the location and quantity of thermostatic controls for the new building.	2/12/2015	David E.	3/3/2015	Closed	3/3/2015: David shared that there will be multiple thermostats on each level and they are specified on the drawings.	3/3/2015	
167	Check the location and quantity of sill cocks on the new building.	2/12/2015	David E.	3/3/2015	Closed	3/3/2015: There was a single sill cock on the back of the building behind the breezeway to the rectory. David wil update the plans to add one to the front of the breezeway. 3/17/2015: Plans have been updated.	3/17/2015	
168	Contact Tim Watson to determine if the existing water supply will be sufficient for the new library.	2/12/2015	Mary	3/3/2015	Closed	8/6/2015: 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.	8/6/2015	
169	Look into getting rebates to help upgrade fluorescent light fixtures on the lower level.	2/12/2015	Committee	3/3/2015	Closed	3/3/2015: David agreed to follow up with Bill McHenry to determine if he can investigate what lighting rebates are available. 8/6/2015: 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. 9/1/2015: After looking into this it was determined that none of the lighting qualifies for rebates.	9/1/2015	
170	Follow up with Kim Newman to inquire about the status of the front-end checklist for Abacus' spec writer.	2/12/2015	Mary	3/3/2015	Closed	3/3/2015: Mary has been in contact with Kim and specifications are being completed to get them ready to put out to bid.	3/3/2015	
171	Post the design documents to Dropbox for the Committee to review offline prior to the next meeting.	2/12/2015	David E.	3/3/2015	Closed	3/3/2015: David posted the design documetns to Dropbox.	3/3/2015	
172	Inquire about the networking capability that will exist in the new building.	2/12/2015	Committee	3/3/2015	Closed	3/3/2015: The Committee asked about the networking capability in the new building. A mix of wired and wireless capability is desired.	3/3/2015	

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173	Talk with Moritz and Joe about contacting the Mendon Town Administrator to ensure she has everything for the Town to secure the \$50K for the project that was included in the fiscal 2015 budget.	2/12/2015	Don	3/3/2015	Closed	3/3/2015: Susan contacted the Town Administrator and she reported that the funding had been subject to 9C cuts.	3/3/2015	
174	Send invoice from Abacus to cover hazardous material monitoring and air sampling services supplied by UEC.	2/12/2015	Mary	3/3/2015	Closed	3/3/2015: Mary sent the invoice to Don and payment was approved on the 3rd.		
175	Send the Committee a link to Pendalyte lighting so all can review it.	3/3/2015	David E.	3/17/2015	Closed	3/17/2015: David supplied this information to the Committee.	3/17/2015	
176	Put the updated design plans into Dropbox for the Committee to review.	3/3/2015	David E.	3/17/2015	Closed	3/17/2015: Plans were provided by David.	3/17/2015	
177	Check with Miks to confirm that the abandoned ductwork was modeled.	3/3/2015	David E.	3/17/2015	Closed	3/17/2015: Abandoned ductwork was included in the plans.	3/17/2015	
178	Check with the electrical engineer and David Bouchard to see if we should put wired data connections in the building. He will also check on the number and location of electrical outlets.	3/3/2015	David E.	3/17/2015	Closed	3/17/2015: A combination of wired and wireless connections will be available in the new library.	3/17/2015	
179	Check to see if wired or wireless network capability is preferred for the new library based on the services that will need to be supported.	3/3/2015	Andrew	3/17/2015	Closed	3/17/2015: Andrew worked with Mary to identify the locations of wired and wireless connections in the new building. This information was provided to Abacus.	3/17/2015	
180	Draft a response to the Town with regards to the public bid law complaint while Don and Moritz will draft a response to the complaint about shelving not being part of the original project scope. These responses will be provided to the Town Administrator per her request.	3/3/2015	Susan and Mary	3/17/2015	Closed	3/17/2015: Response was provided to the BOS and accepted by Town Counsel.	3/17/2015	
181	Contact Paul Fitzgerald to ask him to get letters from the companies willing to donate materials and/or labor to the project.	3/3/2015	Moritz	3/17/2015	Closed	4/14/2015: Mary suggested that the Committee request approval from the Building Inspector to grant an occupancy permit without the flooring so that the donated materials will not hold up the project. This item will be revisited pending the outcome of action number 187. 5/14/2015: Given that the Building Inspector has agreed to issue an occupancy permit without the flooring being finished, this item is not needed.	5/14/2015	
182	Contact Alan Tetreault to see if the Town can clear the front access to the future home of the Taft Library.	3/3/2015	Moritz	3/17/2015	Closed	3/17/2015: Moritz contacted Alan about this.	3/17/2015	
183	Draft an article asking for \$75K for the Taft Library Building Renovation and send it to the Board of Selection for consideration on the Annual Town Meeting warrant.	3/17/2015	Don/Moritz	3/18/2015	Closed	4/14/2015: Don and Moritz drafted the article and submitted it to the BOS for consideration for the Annual Town Meeting.	3/18/2015	
184	Review the data ports and determine how many will be wired and how many will be wireless.	3/17/2015	Andrew/Mary	3/17/2015	Closed	3/17/2015: Immediately after the meeting Mary, Andrew and Don reviewed the drawings and came up with the following ports: nine hard wired ports on the lower level, nine hard wired ports on the upper level, and six wireless computers on the upper level. An additional wired port will be placed in the meeting room for potential future connection of a smart board.	3/17/2015	

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185	Follow up with the Town Administrator on the process that the Town wants to use to sell the square pendant vintage lights.	3/17/2015	Don	4/22/2015	Closed	4/22/2015: Don reached out to the Town Administrator via email and is awaiting her reply. 5/14/2015: The Board of Selectmen will decide on how to proceed with the sale of the lights at their meeting on May 18. 7/2/2015: The contractor plans to remove the pendant lights on Wednesday, July 8th. Mary asked Don to follow up with the town to ensure that someone is available to take receipt of the pendant lights and to secure them for safe keeping. Kevin stated that he would be available in the morning on the 8th if his support is needed. 8/6/2015: 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. 9/1/2015: There were no bids received on the lights so they will be turned over to a consigner for possible sale. 12/7/2015: The consigner did not want to take the lights so they are currently being advertised on Craig's List. It is not expected to fetch much if anything so this item will be closed.	12/7/2015	
186	Ask Mike Ammendolia if he would be interested in joining the Building Committee for the remainder of the project.	3/17/2015	Moritz	4/14/2015	Closed	4/14/2015: Don happened to see Mike A. at the Finance Committee meeting and asked him if he would be interested. Mike said he would attend a future meeting and discuss this with the Committee. 4/22/2015: Mike attended the April 22nd meeting and informed the Committee that he couldn't commit at this time but suggested we reach out to the Selectmen and Finance Committee members in hopes of getting one of them to actively participate on the Committee. This will be discussed at the April 29th meeting. 4/29/2015: The message was relayed to the Selectmen and Fin Com chairs. Since the Mendon election is less than two weeks away and the make-up of the boards will change, this item will be revisited at a later date or dropped altogether.	4/29/2015	
187	Draft a request for approval from the Building Inspector to allow for a certificate of occupancy to be given to the general contractor prior to flooring being put in the new library. They will either email it to the building inspector or give it to Kevin to deliver in person.	4/14/2015	Don/Moritz	4/22/2015	Closed	4/22/2015: Don and Moritz drafted a letter to the Building Inspector on behalf of the Committee and we are awaiting his reply. 5/14/2015: The Building Inspector has agreed to issue a certificate of occupancy without the finished flooring being installed.	5/14/2015	
188	Set up a time for a Mendon resident to make his desks and chairs available for pickup on Sunday, April 19. Moritz, Don and Paul will pick up the items and take them to the rectory for storage.	4/14/2015	Andrew	4/17/2015	Closed	4/22/2015: Andrew set up time on Sunday, April 19 and Moritz and Don picked up the materials and stored them in the rectory garage.	4/17/2015	
189	Contact the Board of Selectmen to inquire about letting the general contractor use the rectory for weekly meetings to save money on the rental of a construction trailer.	4/14/2015	Moritz	4/22/2015	Closed	4/22/2015: Moritz submitted a request to the BOS to allow the general contractor to use the rectory for weekly meetings to save on the rental of a construction trailer. He is awaiting their reply. 4/29/2015: This item is on the agenda for the Board of Selectmen's May 1st meeting. 5/14/2015: This was pushed to the Board of Selectmen's meeting on May 18th. 6/11/2015: The general contractor does not wish to use the rectory for weekly meetings. This item will be closed.	6/11/2015	
190	Contact Bill McHenry to inquire about the OATA contract to ensure that the \$6K in grant money can be secured.	4/14/2015	Don	4/22/2015	Closed	4/22/2015: Don has been in contact with Bill and he is working with the BOS to get a signed copy of the OATA contract to secure the \$6k grant. 5/14/2015: The grant has been approved and the first \$1k released. The remaining \$5K will be released when Mary and David submit the required designs.	5/14/2015	
191	Invite the BOS and Finance Committee members to the April 29th meeting.	4/22/2015	Moritz	4/24/2015	Closed	4/29/2015: Moritz extended an invitation to the BOS and Fin Com.	4/29/2015	
192	Contact the two lowest bidders for the general contractor work and ask if building permit fees were included in their bid.	4/22/2015	Mary	4/29/2015	Closed	4/29/2015: Building permit fees were not part of the original project design.	4/29/2015	

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193	Set up meeting time to align on the process for posting plaques and names of donors as part of the Friends fund raising campaign. Understand what donations have been earmarked and what can be used for any part of the project. Will schedule as part of next meeting.	4/29/2015	Don	5/14/2015	Closed	5/14/2015: The Friends attended the may 14th meeting and discussed the donations that have been earmarked and aligned on a process to proceed with the plaques. Mary will set up a meeting with David and the Friends to discuss the process.	5/14/2015	
194	Contact the town treasurer Linda Hawkes to inform her that the \$6K grant will be arriving soon, with the first \$1K to arrive immediately.	5/14/2015	Don	6/11/2015	Closed	6/11/2015: Don alerted Linda Hawkes of this.	6/11/2015	
195	Contact David about obtaining a copy of the HVAC specifications to include with the LPA invoice in order to secure the remaining \$5K funds.	5/14/2015	Mary	6/11/2015	Closed	6/11/2015: Mary has everything she needs to submit the invoice.	6/11/2015	
196	Set up a meeting between David Eisen, the Friends, Andrew and any committee members that might be able to make it during the day to discuss the naming rights plaques and potential name a brick fund raiser.	5/14/2015	Mary	6/11/2015	Closed	8/6/2015: The meeting is scheduled for 8/7/2015 at the current Taft Public Library	8/6/2015	
197	Send the information on the vintage square pendant lights to Gaye and Leesa from the Friends of Taft Library.	5/14/2015	Don	6/11/2015	Closed	6/11/2015: Don sent the information to the Friends.	6/11/2015	
198	Check if Koopman Lumber might donate excess counter (or other) materials to non-profits like the library project.	5/14/2015	Dan	6/11/2015	Closed	6/11/2015: Dan checked and excess materials are not available.	6/11/2015	
199	Contact Diane Willoughby to request a Notice to Proceed for the General Contractor to start on Monday.	7/2/2015	Mary	7/3/2015	Closed	8/6/2015: Mary requested and received the appropriate notice to proceed.	7/3/2015	
200	Contact Kim Newman and Linda Hawkes to inquire about the town's availability on Wednesday, July 8 th to take receipt of the pendant lamps from the general contractor.	7/2/2015	Don	7/3/2015	Closed	7/3/2015: Kevin Rudden agreed to take receipt of the lamps on behalf of the Town.	7/3/2015	
201	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.	8/6/2015	Don	9/1/2015	Closed	9/1/2015: Moritz and Don met with Linda and they will be using a new cover sheet to go along with all invoices that get submitted for payment.	9/1/2015	
202	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.	8/6/2015	Mary/Moritz	9/1/2015	Closed	9/1/2015: After meeting with Linda it was deemed that a schedule won't be needed as the new Town Accountant will work with Linda to ensure payments take place each week.	9/1/2015	
203	Contact the Board of Health to inquire about approval to use the existing septic system plans to perform the necessary repairs.	8/6/2015	Don	9/1/2015	Closed	9/1/2015: Don contacted the BOH and received approval to proceed with the existing plans from the Town Engineer.	9/1/2015	
204	Contact Bill McHenry to inquire about how the Committee will obtain funding from the Green Communities Grant.	8/6/2015	Don	9/1/2015	Closed	9/1/2015: Bill provided the information needed to secure the Green Communities Grant money for the project. Bill will help facilitate the process.	9/1/2015	
205	Relay the results of the Committee discussion regarding the abutter to the property to Andrew so he can follow up with them.	8/6/2015	Don	9/1/2015	Closed	9/1/2015: Don provided Andrew with the meeting information and he relayed it to the abutter.	9/1/2015	
206	Bring a project schedule to the next meeting on 9/22 for the Committee to review.	9/1/2015	Mary	9/22/2015	Closed	12/7/2015: The project is proceeding now that the structural issues have been addressed. The project is expected to be mostly completed by mid to late February.	12/7/2015	
207	Check to see if the \$6000 OATA grant has been completely received by LPA.	9/22/2015	Mary	10/13/2015	Closed	12/7/2015: The Town Accountant asked that the invoice be resubmitted. Moritz did this last week, so the check should go out the week of December 7th. The funds will come from the Green Communities budget, not the library renovation funds.	12/7/2015	

DECISIONS AND ACTIONS LOG

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

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04/11/16

Item	Item Description	Date Requested	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments
208	Look at the shelving and take pictures to understand what will be needed to move it and have it assembled	9/22/2015	Moritz / Andrew	10/13/2015	Closed	12/7/2015: Moritz hasn't had the time to do this but will do so soon. He will also follow up with the Selectmen regarding the transportation and installation of the shelving. 2/11/2016: Andrew is working with Tom Mulvey on the installation of the shelving. Tom has submitted a quote to the Friends and they will cover the expense for the transportation and installation of the shelving. 4/11/2016: Plans to begin the shelving installation are complete and will be handled by Andrew and the Friend of the Taft Library.	4/11/2016	
211	Follow up with the Town of Milford to determine what surplus materials might be available at the Woodland School and let Andrew know if anything might be useful for the new library.	12/7/2015	Kevin	1/14/2016	Closed	2/11/2016: Kevin reported that the furniture was taken by the Milford Youth Center and other Milford town departments so nothing was available for outside towns.	2/11/2016	