

Library Trustee Meeting
Thursday, December 14, 2017
4:00PM

Meeting was called to order at 4:02PM.

Trustees present: Ann Butler, Betty Strader, Bonnie Ireland, Paul Eldridge

Absent with notice: Duncan McNeish and Pamela Coburn

Others present: Erin Apostolos, Library Director, Ward D'Elia, architect, Cris Salomon, architect, Jack Carty

Meeting with Samyn D'Elia (SDA)

D'Elia referenced a memo sent to Jim McFarlin. No one had received it. D'Elia said that he would email it out. He explained that SDA will work under the trustees' leadership for the project. They explained that they received input from the staff and used previously created reports, the building program and the trustees' vision to develop their design.

Questions from Trustees:

Size of Lecture Hall. Had requested 1500 sq. ft. Design calls for 832 sq. ft, Can we increase to 1500?

SDA: Yes. Lecture Hall can expand into areas designated for mechanicals. Mechanicals can move to mechanical room in the basement. New design will seat 150 comfortably.

What complications and risks are associated with ledge?

There is boring data available. Needs to be sent to SDA. They did not receive that in their work. Also send Geotech report that would have gone with it.

SDA: Currently working on a historic hotel. Lots of ledge. They drill and then use chemical foam to expand. \$100 per cubic yard. There are different types of ledge; some are harder than others. Library elevator would go three feet below lowest level.

There is a risk with any type of construction when working with a historic building, but working to remove ledge provides no more of a risk than any other type of construction. Just bring in heavy trucks can be a risk to a historic building. They will also evaluate adjacent buildings before beginning.

Ledge could cost \$100,000 to remove. Not in current budget.

Is there any risk to raising current addition?

SDA: Raising building, not just floors. Had evaluated raising floors previously but believe raising building is better solution. Involves demolishing stair case connector. Unclear if it would be a total demolition or just interior. Would evaluate this at next design phase. Building

would be raised three feet. This requires ramping from historic second floor to current addition. Ductwork would be reattached after the building is moved.

What are the future expansion options?

SDA: Could expand out back from new addition into parking lot. Could expand into existing driveway. If church is purchased, could connect to that building.

Can you please confirm square footage numbers and unassignable space?

SDA:

17,255 square feet total with exterior

14,697 square feet interior

10,908 square feet is assigned space

Historic building makes for lots of unassigned space due to brickwork, mechanical room, duct work, fireplaces and the way it was designed.

Can you please discuss energy efficiencies in the design and estimated energy costs?

SDA: Will need to get back to you on estimated energy savings. Air to air heat pump in new addition. Zoned heat. Variable refrigerant. Historic wing will get AC from new addition. LEAD Silver specs in this design.

Lighting in plan LED throughout the building with “middle of the road” fixtures. Point of use hot water. Solar depends on how you get subsidized. Federal and utility grants are available. Not sure of cost benefit...needs to be determined.

How do you address current maintenance needs in the design? For example, no budget to replace roof on current addition or to repair front steps.

SDA: About \$15,000 to replace roof on current addition. About \$25,000 to repair front steps (not in current budget.) Lull will pick up granite steps, do not need crane.

How will you phase the project and move the library?

SDA: The construction management team deals with these logistics. Determined in next phase.

What are the cost projections looking at a 2020 build? Can we get a Guaranteed Maximum Price?

SDA: Cost estimate was for build to begin in Summer 2018. Difficult to determine a 2020 build. Construction costs go up on average 1% per month currently. Could change in the future. Big demand right now. Roaring economy and a pent-up need for construction. Could be as much as 10-20% higher in 2020. Project could easily be \$6,000,000 in 2020, could be more with soft costs.

A guaranteed maximum price will come after bids from vendors are completed. Will come in later phase of project. Design fee is 8-8.5% of construction/ \$5000-10,000 for construction manager. \$400,000 as recommended by CIP should cover this.

Trustees thanked SDA for their time. Trustees will get back to them on the design. They need to discuss their next phase of the project.

Secretary's report was tabled since there was no quorum of trustees who were at previous meetings.

Treasurer's Report was distributed. No vote was taken.

Library Director's Report was distributed.

Old Business

- a. Budget Meeting-Butler and Apostolos reported that originally the trustee budget seemed to pass the BOS budget committee, but Apostolos received an email from the Town Manager stating that the position conversion from part time to full time was not approved. Trustees will have to amend the budget from the floor at town meeting if they wish to add this to the budget. Chair of BOS Ray Moritz sent another email explaining that it is against Town policy to add any full time positions. Felt the tax-payers should decide. Butler is contacting Terry Knowles for further clarification on how to proceed. Finance Administrator Brenda Vittner will provide Trustees with amount needed to cover the position for the vote. Butler wanted to be sure part time position was placed back into the budget.
- b. Bearing Point Interest-Strader and Ireland have been working hard to figure out discrepancies in the numbers. Need July, August, September 2013 RBC Statements to complete work. Butler will contact RBC. Matter is tabled to January 9 meeting.
- c. Joint Feasibility Study Advisory Committee-Officially disbanded December 7.
- d. Update on Architect progress-SDA reported.
- e. Para-Librarian Certification-Tabled to January 9.
- f. Trustee budget-Apostolos will contact Coburn, McNeish and Butler to form a meeting of the Budget Committee.

New Business

- a. A motion was made by Strader and seconded by Eldridge to make the Non-Public minutes of July 11 and Oct. 10, 2017 available to the public. Motion carries unanimously.
- b. Advising on how to proceed with library project. Tabled to January 9.
- c. The trustees accepted the letter of resignation from James McFarlin and were appreciative of all of his hard work on the library's behalf. In his letter he said that his focus would be on fundraising for the library building project.
- d. Candidates for Trustee. Butler asked all trustees to consider candidates. Tabled to January 9.
- e. Perpetual Calendar. Apostolos will send this out to all trustees.

Other Business-Guest Jack Carty commented on the library building project.

Meeting adjourned at 6:22PM. Respectfully submitted Erin M. Apostolos. Next Meeting 1/9/2018