

Library Trustee Meeting
Tuesday, September 27, 2016, 10:00 AM

Trustees Present: Beverly Heyduk, Pam Coburn, Paul Eldridge, Duncan McNeish, Miller Lovett, Ann Butler, Jane Ramsay.

Others Present: Ron Lamarre (architect/consultant), Erin Apostolos (director), Matthew Gunby (head of circulation), Jim McFarlin (potential alternate trustee), Kent Brown (engineering consultant)

- Security risks of multiple floors. Staff area not locked. Having cameras in the building.
- **Kent Brown: Brown Engineering.**
Worked with library on several previous projects.

Considerations

- Access/curb cuts
- Availability of utilities
- Geometry of site
- Topography of site.
- Zoning restrictions if any.
- Environmental and soil studies (ledge/wetlands)
- Site costs.

Robertson property initial review

- Current curb cuts seem sufficient.
- Topography of site: owners have existing topographical study. Sufficient for conceptual stage, but further work would ultimately need to be done.
- Differences in grading at current site.
- Water unavailable. Sewage may be available. These may not be serious issues for library as its usage is not significant.
- Need to investigate zoning restrictions but likely not an issue.
- Several test holes on site should take half a day of work.
- Environmental/hazardous waste studies.
- Level one environmental assessment of land: look at state records of site and general evaluation of the surface. Level two would likely only be done if something found on the level one assessment warranted it.
- Set up meetings with town planner and Department of Transportation.

Engineer's estimate of site cost can be established after these studies are completed.

Group in Meredith area that evaluates historic barns.

Beverly Heyduk will contact organization to assess barn.

Investigate with current owner what upkeep has been done with barn and what might need to be done. **Duncan McNeish will contact Robertson family.**

Great deal of history in Robertson property.

Often an appraisal is done by both the buyer and seller.

Would not complete site list checklist application for town at this stage under current contract.

Alteration of terrain permit would need to be acquired from the state, but again this application would not be completed at this stage under current contract.

Kent Brown would set up meeting with district three engineer from the Department of Transportation.

Current contract between \$2,500 and \$5,000 dependent on total time required.

Engineering study would likely cost \$20,000 to \$25,000.

If all of this is being contracted at this time does this need to go out to competitive bid?

In Maine and Massachusetts, state regulation allows for hiring based on qualification versus lowest cost bid.

Two separate phases. Ask the town their current policy. **Erin Apostolos will contact Phil Warren and Brenda Vittner prior to next trustee meeting.**

Things to expect in first phase beyond what was discussed?

Ron Lamarre will work with Kent Brown throughout this process.

Potential for outside amphitheater on property.

Minimum amount of work for bringing barn up to usage even if it remains an outdoor space?

Internet access to site. Lines currently in existence.

Target date for schematic would be late November.

Motion to hire Kent Brown for a maximum of \$5000 for first phase of feasibility study made by Paul Eldridge. Seconded by Jane Ramsay. Motion carries unanimously.

Duncan McNeish will contact Kent Brown to inform him of the trustees' decision. Hiring this consultant was based on his qualifications and work previously done for both the town and the library.

Second part will be investigated with the town and it will need to be determined whether this ought to go to bid or continue to pursue engineer based on qualifications/specialties.

October 3rd the trustees will be going before the Select Board to present alternate nominees, Joe Quimby and Jim McFarlin.

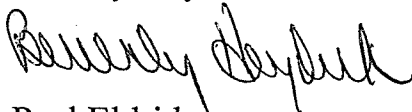
Action Items

- **Beverly Heyduk will contact organization to assess barn.**
- **Duncan McNeish will contact Robertson family.**
- **Erin Apostolos will contact Phil Warren and Brenda Vittner prior to next trustee meeting.**
- **Duncan McNeish will contact Kent Brown to inform him of the trustees' decision.**

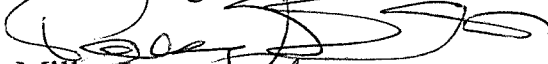
Motion to adjourn made by Duncan McNeish, seconded by Paul Eldridge.
Adjournment 10:57 AM. Next meeting Tuesday October 11th at 6:00 PM.

Respectfully submitted by Matthew Gunby

Beverly Heyduk



Paul Eldridge



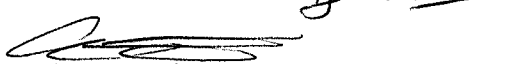
Miller Lovett



Pam Coburn



Duncan McNeish



Ann Butler

Jane Ramsay

