

Meredith Board of Trustees' Meeting 6-13 -2019

8:00 AM

~~BIDG. SUBMITTER~~

Trustees Present: Betty Strader, Jonathan James, Paul Eldridge, Lisa Garcia, Ann Butler, Sarah Johnson  
Absent with Notice:

Others Present: Chris Leland (assistant director), Matthew Gunby (head of circulation), Erin Apostolos (director), Michael Bruss (potential owner's project manager)

Meeting called to order: 8:00 AM

Interest in Project: Historic buildings and community projects. Board member of NH Preservation Alliance. Making historic buildings energy efficient.

Connected to some of the previous studies.

Worked with Lavallee Brensinger.

Possible concerns with this project: occupied rehab. Maintaining safety and access.

Scrutiny of municipal project.

Subset of trustees acting as the building committee along with library director. Plan to bring in other community members on an advisory capacity.

Milestone: set budget for design development.

Hillsboro Fuller Library project.

Design bid build and construction manager at risk. Experience estimated at 40% design bid build and 60% CM at risk. Recommendation of CM at Risk. Get construction expertise on board much earlier.

Shared risk/investment. Particularly important with historic projects. CM obligated to competitively bid out every phase of the work. Owner's project manager would review everything that went out to bid.

Town has funds for constructional designs and costing at this time. Next town meeting will be asking for funds to build project.

Owner's project manager's role at this point: Determine what trustees' and staff's primary needs are for the project. Help to represent their interests at meetings with architects. Considers regulatory, historic, grant requirements throughout the process. Maintain records throughout the process. Maintain detailed budget parallel to project budget. Develop schedule within the first month. Keep architects and committee on target with schedule. Constructability review of schematics.

Scheduling for project: if it passes town meeting, groundbreaking in late April is the goal. Warrant article needs to be completed by January but can be amended before it goes to town meeting.

Determine what features can be addressed over 15-20 years versus those which are 100 year decisions.

CM at Risk more viable given construction cost volatility. Whether to include a bid bond or not.

Interaction with clerk of the works. Clerk of the works on hand almost full-time. Witness day-day work flow. Owner's project manager minimally on site one day per week, more so during major construction activities. Review safety of project. Would be available if staff requested this. Owner's project manager would help in selection of clerk of the works.

Experience on boards of NH Preservation Alliance and NE EESE. Value in group decision making.

Facilitates meetings of twenty to thirty people.

Determining fee prior to town meeting and groundbreaking to project completion. Estimate of hours per week, broken down into four to five phases. Generally has four projects at a given time of varying types. Generally two to three larger projects. Organization of one, but has several associates he can call upon.

Available to start immediately. Could provide proposal by middle of next week.

Tentative architectural team selected by Lavallee Brensinger. This will be shared with Michael Bruss if selected. Transparency incredibly important throughout process. Review Ron Lamarre's proposal,


project timeline. Will work with subcommittees and outside committees (Meredith Library Fund). Will bill monthly. Could attend Select Board workshop next Monday if selected. Trustee considerations following interview.

**Motion to ask for fee and proposal from Michael Bruss as owner's project manager made by Betty Strader. Seconded by Paul Eldridge. Motion withdrawn. Motion to hire Michael Bruss contingent on review of his contract and proposal made by Paul Eldridge, seconded by Jonathan James. Poll of the board. Motion passes unanimously.**

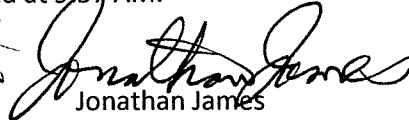
Contact Michael Bruss and inform him of decision and invite him to Monday's BOS meeting.

Meet at Meredith Community Center at 4:00 PM if proposal is received.

Meeting adjourned at 9:57 AM.



Betty Strader



Jonathan James



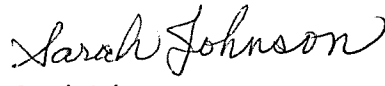
Paul Eldridge



Lisa Garcia



Ann Butler



Sarah Johnson