

**MEREDITH PUBLIC LIBRARY**  
*PO BOX 808 Meredith, New Hampshire 03253*

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**Building Subcommittee Meeting Notes, (DRAFT)**

**Meeting #4 – 8/7/2019. Called to order at 8:30AM.**

**Attendees:** Jonathan James, Betty Strader, Erin Apostolos, Ed Touhey, Paul Eldridge, Ron Lamarre, Michael Bruss

**2.6 Time Line for the Project**

Tuesday, 7/30/2019 Walkthrough with CMs

Wednesday, 8/7/2019 CM Proposals Due

Monday, 8/12/2019, 5-8PM Trustees, Subcommittee, Town Manager interview CMs

Tuesday, 8/13/2019, 6PM Trustees vote on CM selection

Wednesday, 8/14/2019 CM on Board

**Friday, 8/30/2019, Schematic pricing set out to CM**

Monday, 9/2/2019 Update CIP with: video walkthrough, elevations and renderings, updated plans, layout and concept for parking, sequencing of house demolition, costing

Monday, 9/16/2019 Pricing Set Due

**Monday, 9/30/2019, GMP pricing set due out to CM**

Tuesday, 10/15/2019 Project Budget due to CIP

**Wednesday, 10/23/2019, Project presentation to CIP**

Tuesday, 11/26/2019 Present to Planning Board (Peter Brothers is Chair and will set schedule.)

Dec 2019, Jan 2020 Public Hearings

Jan 2020 Warrant due

**Tuesday, 1/28/2020, (4<sup>th</sup> Tuesday) Planninf Board presentation, Submittal due 1/14/2020**

February 2020 Soup and Bread or Pizza Social with final design information; Flyers sent out to voter roll information on library project.

March 11, 2020 Town Meeting

**Update; 8/7/2019; Added a few dates, in Bold above. Adjusted a few delivery dates.**

## 2.7 Discussion on Feedback from Charrettes

- a. Passionate discussion on drop off/handicap access into building at second charrette. Lamarre said we need to keep front handicap access for legal reasons. He will send some design solutions for drop-off. Need information from survey and civil engineers. He will have those solutions by the end of August.

Update 8/1/19: LBPA will have alternate site solutions by end of August. The Building sub-committee will review, consider options, look at pros and cons of various options and approve a final approach.

(LBPA site plan options due 8/26/19, Sub-committee to review and approve approach by end of August)

**Update 8/7/2019, Ciommittee review will also consider cost impact of the various options for revised parking.**

## 3.2 Project Budget

Ron has submitted budget dated 7/1/19 for review. Appended to these notes. BPM will be drafting a budget for consideration by the sub-committee based on this budget. It will be formatted slightly differently and some of the costs indicated as a part of GMP budget will be tracked searately. Budget will be updated monthly as well as at major milestones. As we move forward BPM will also include cost to complete and record variances for record. Items to be added to Budget include but will not necessarily be limited to:

- |                                       |          |
|---------------------------------------|----------|
| - Land Survey, budget will be updated | \$13,000 |
| - Utility location services           | \$ 1,000 |
| - OPM services                        | \$80,000 |
| -                                     |          |

**Update 8/7/2019, CM will move forward with construction budget confirmation as soon as on board. Need to confirm numbers to inform design decisions.**

**(action required; Milestone to review and update construction budget)**

## 3.3 CM Selection Process

4 qualified CM firms have indicated interest in submitting a response. All have done required site walk through. Group feels good about respondents. We're on the schedule as indicated in the RFP. Interviews are scheduled for the evening of 8/12/19. Sub-committee discussed the format of the interviews. The following was decided; Interviews 45 minutes each on the hour, 5 minute intro by CM firm, 30 minutes for Committee questions, 5 minute wrap up by CM firm, 15 minute buffer. Will choose one person to deliver questions, follow up by sub-committee as

necessary. Trustees will be invited along with Phil Warren, Town Manager. Ron to submit questions for use by group.

Proposals due 8/7/19 at 4:00. BPM will make sure electronic copies are distributed to all parties as they come in. Sub-committee to meet Friday, 9/9/19 at 8:00 to short list interviewees. Goal of 3 max. BPM will inform Firms at close of meeting on the 9<sup>th</sup>. All firms have been told to keep the evening of the 12<sup>th</sup> available.

**Update 8/7/2019, Erin to forward time change to Trustees, MB to update invite to Phil Warren. MB to consolidate and revise interview questions and distribute by Sunday. Ed was nominated to deliver questions, approved. MB to update Fee analysis for Committee review and consideration.**

### 3.4 Grant Opportunity

Erin presented opportunity for grant for Lactation Station. Group feels this would be a good service to include in program. Ron is looking at possible location(s). Erin is researching options and will submit grant application.

**Update 8/7/2019, Group discussion. It was decided to forego this grant application, no need to design in a dedicated place for nursing.**

### 3.5 Logistics Planning

Sub-committee is quickly recognizing the need for and value of logistics planning for the construction projects. Items for consideration to date include but are not limited to:

- Public notice to Abutters ahead of construction start. Will hold a public preconstruction meeting.
- Any requirement for blasting or other significant potentially disruptive construction activities will be preceded by formal notice, pre-blast surveys would be generated as needed per requirements.
- CM will present a complete logistics plan that will be posted ahead of construction start. This will be updated as needed.

**Update 8/7/2019, Logistics planning is ongoing. CM will get involved when on board.**

## New Business

**4.1 Meeting notes from 8/1/2019 meeting were reviewed and accepted. Motion J. James, Second B Strader, motion passed.**

#### **4.2 Price Property**

**Erin was informed that the closing date has been moved to 10/1/2019. This should not affect the project.**

**(no action required)**

#### **4.3 Parking lot impact**

**Comments were brought to Erin regarding the impact of the new parking lot to the neighborhood, lighting, etc. The parking lot design will be a part of the Site Plan review process with the Planning Board. There will be opportunity for public comment, etc. within that review process. The Planning Board will also have opportunity for input.**

**(action required: Need survey completed to confirm assumptions on parking lot design and layout concepts)**

#### **4.4 Design review**

**Quick review of design progress. Ron indicated that the 2<sup>nd</sup> floor will be expanded slightly in alignment with the 1<sup>st</sup> floor footprint.**

**(action required; Ron will send updated plans for review ahead of 8/21/2019 meeting. Subcommittee will have chance for review and input ahead of release of new display boards. Interior and exterior display boards, 8/21/2019.)**

Meeting adjourned at 10:30AM.

Respectfully submitted,

Michael Bruss, August 14, 2019.