

MEREDITH PUBLIC LIBRARY
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Building Subcommittee Meeting Notes

Meeting #1 – 7/11/2019

Attendees: Betty Strader (Trustee), Jonathan James (Trustee and BOS), Paul Eldridge (Trustee), Ed Touhey (CIP committee), Ann Butler (Trustee, Chair), Sarah Johnson (Trustee), Erin Apostolos (Director), Michael Bruss, Owner's Project Manager

New Business:

1.1 Status updates:

a. MB met with Phil Warren, Town Manager to introduce himself. Received clarifications on Town's procurement policies. Phil shared lesson learned from other projects, which was very helpful.

(No Action required)

b. Ron's contract: Has been reviewed by LBPA and Town's attorney's and Insurance carriers. There are still a few outstanding points for discussion and resolution. The Attorney's from Town and LBPA will get together to resolve. In the meantime, Ron is operating under a letter of agreement and work is moving forward. (Erin to follow up with Town's attorney)

C. RFQ's outstanding: Land Surveying and Geotechnical services requests have been distributed and advertised. Responses due: Friday, 7/19/19. Subcommittee will review. MB to review, qualify and make recommendation to the group by end of day Monday, the 22nd. Subcommittee will meet to review and award at meeting on Tuesday, 7/23/19. MB will issue Letter of Intent to selected consultants with signed contract to follow. Coordination of services will be by Ron Lamarre. One of the invited consultants for Land Survey approach Erin and indicated that he would like to donate his services. He will follow up with Phil Warren. MB to call and express thanks and assure full understanding of the requirements of the survey. Party will still need to respond officially to the RFP, and if interesting to the Subcommittee, further discussion will need to happen to make sure all bases are covered. (MB call party interested in donating service,, MB to review RFP responses, make recommendation, Subcommittee to vote, MB to issue LOI, Erin will follow up with contract)

1.2 Charrette Presentation

a. Who's facilitating? Ann Butler to facilitate

- b. Who's presenting? Lisa Garcia to present
- c. Who's taking notes? MB to take notes

Discussion about content and structure of this Saturday's public information session. It was agreed that a talking points outline would be generated for review and input looking at both interior and exterior building features and program. Questions and comments will be taken until the end of the 7/16/19 evening session. Erin will request updated presentation files from Ron. Ron will be contacted to mark the corners of the addition. It was suggested that it would be good, but not necessary if committee members could be at the charrettes.

(actions as noted above)

1.3 Memo of Understanding:

Erin distributed ahead of the meeting. It was noted that one of the clauses indicated the MOU would stay in place as a more formal agreement was drafted and put in place. Ann suggested that a lot of work went into the existing agreement. The Trustees and Erin feel that the agreement is understood by all parties and seems to be working. MB suggested that efforts to keep the BOS informed will bear good fruit. It was agreed that Phil will be notified of/invited to future meetings and that he will be included on distribution list for meeting minutes.

(no further action required)

1.4 CMAR vs. Design, Bid, Build project delivery: Ed was brought up to date on the discussion with BOS to date. Betty will forward additional information that has been shared amongst the group. The BOS will be discussing and voting on project delivery method at upcoming meeting on Monday, 7/15/19. MB, Erin will be attending (along with others) and will respond to questions from the BOS. MB will prepare a sheet outlining key differences for sharing at the meeting if necessary.

MB shared some examples of RFP's for CM services that he has used in past projects. It was suggested that we move forward with preparation of the RFP so that it can be distributed as quickly as possible after Monday's BOS decision. Erin will draft for review and comment. MB will develop a list of potential candidates to invite to respond to RFP. We have a good start with Milestone, CCI, and BPS.

(MB, Erin to attend BOS meeting, Erin to draft CM RFP)

1.5 Organizational thoughts:

a. Building subcommittee lines of communication: Subcommittee will be advisory to the Trustees on major matters, particularly involving financial expenditures. Design and budget decisions in the course of business will be made by sub-committee. Presentations of design and budget will be made at crucial milestones, including but not necessarily limited to: CM selection, Schematic design plans and budget, 50%, DD plans and budget, Budget being presented to the

CIP, Final design and GMP contract, etc.. Meeting notes will be distributed to subcommittee ahead of each succeeding meeting. After acceptance at that meeting they will be distributed to the Trustees, Town Manager, and website.

b. Decision tree: The Building sub-committee will make week to week decisions in course of design and budget development. Any variations from previously approved design or budget will be put in front of the Trustees for vote of acceptance. BOS and Town Manager will be kept informed of all progress and milestone decisions. Trustees will vote for acceptance at milestones including, but not limited to: CM selection, Schematic design and budget, 50% DD design and budget, Final design and GMP contract.

(Follow through action(s) as noted and required)

1.6 Timeline – Questions/concerns:

It was noted that we are currently behind schedule in the development of the design and hiring of sub-consultants, land surveyor, Geotechnical, Civil engineering, etc. Ron has stated that if he is released to move forward after the 7/16/19 charrette he feels we can deliver a firm budget to the CIP committee. Ed (CIP comm member) clarified questions and gave us a preferred date of 10/18/2019 for budget submission to the CIP committee. Getting a CM on board as soon as possible will help us in meeting these goals. MB to check in with Ron on specific milestones in his plan of attack and will include in a timeline, with milestones to be presented for review at the 7/18/19 sub-committee meeting.

(MB to develop and project timeline for 7/18/19 meeting)

1.7 The Wall:

Betty informed the committee of potential issues dealing with the granite retaining wall that forms the boundary of the 10 High street property that is being purchased by the Town for use as new parking lot. Concerns include, but are not necessarily limited to: survey results indicating which property the wall resides on, “ownership” of the wall, costs for design and construction of a new retaining wall, if it is deemed necessary. We need to make sure the Land Surveyor pays close attention to this matter. Repair costs would not be negligible.

(MB thoughts: It is possible that the wall was built in conjunction with construction on the school property. It is possible that an easement exists which pertains to ownership and maintenance of the wall. Survey will solve.)

(Keep informed, take action as necessary)

1.8 Upcoming meetings:

Saturday, July 13, 10AM Charrette at the Library

Monday, July 15, 4:30PM BOS at the Community Center

Tuesday, July 16, 6PM Charrette at the Community Center

Thursday, July 18, 8AM Building Subcommittee Meeting at the Library

Tuesday, July 23, 8AM Building Subcommittee (Voting on Surveyor and Geotech.) at the Library

Thursday, August 1st, 8:00AM Building subcommittee meeting at the Library

Respectfully submitted, 7/12/2019:

A handwritten signature in blue ink, appearing to read "Michael Bruss", with a stylized flourish at the end.

Michael Bruss

Bruss Project Management