

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

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*Telephone (603) 279-4303 Fax (603) 279-5352*

**Building Subcommittee Meeting Notes**

**Meeting #2 – 7/23/2019. Called to order at 8:06AM.**

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

1.1 Status updates:

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)

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)

2.1 Footprint:

a. Concern about the addition going into ledge. Lamarre not concerned about the ledge. Finished floor will be in line with historic building. Foundation will be pinned to the ledge. Underdrain around library perimeter.

*(No action required.)*

## 2.2 Change of Meeting Date:

- a. Wednesdays at 8:30 will be the new meeting time for the committee since Tuesdays and Thursdays mornings do not work for Lamarre. We will meet Thursday, Aug. 1 at 8AM as previously scheduled and then Wed. Aug. 7 at 8:30AM, beginning new meeting schedule.

*(Apostolos will send out meeting dates through the end of August to the committee.)*

## 2.3 Survey:

- a. Due to need for immediate action, surveyors who said they could previously do the work cannot do so at this time. Lamarre commented that the civil engineer he is working with is trying to find a surveyor that can meet the time constraints. Carl Johnson, Jr. has offered his services at no cost.

*(Lamarre will contact Carl Johnson, Jr. regarding his offer.)*

## 2.4 Geotech Proposals

- a. We received two proposals. One from S. W. Cole and one from Geotechnical Services, Inc. Bruss recommended Cole.

***Eldridge made a motion to hire S.W. Cole for Geotechnical Services. Strader seconded.*** Strader asked about Cole mentioning cost does not include utility location cost in their proposal. Lamarre explained that Dig Safe does not do work on non-public land and a separate service such as “On Target” may have to be used on non-public land but that Cole would give us a receipt for that service and we would only be paying at cost. Lamarre said he worked with both firms but recommends Cole as it is a larger firm and can better accommodate our need to move quickly. There was some discussion on whether school/library would be considered public land. ***Motion carries.***

*(Apostolos will email Bruss with this decision so that he can make the proper notifications and workout logistics.)*

## 2.5 Civil Engineer Status:

- a. Lamarre has already begun work with Wilcox & Barton out of Concord. Work will include: on-site drainage, water pipe location, sewer, grading, designing the parking lot and hardscapes, subgrade for foundation and all utility connections. Submit plan to DES and DOT. Will also find out about permitting needs. Will meet with Planning Board. Will also check on stability of retaining wall and report back with possible solutions if necessary.

- b. Discussion on asking Town to hold off on demolishing Price house in order to keep water out of basement that will be reused.

*(Lamarre will contact Phil Warren regarding possibly holding off on demolition of house in order to preserve natural “pit” of the basement. Lamarre will discuss further with 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

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

Tuesday, 10/15/2019 Project Budget due 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

February 2020 Soup and Bread or Pizza Social with final design information; Flyers sent out to voter roll information on library project. (Flyer should have problems with photos, solutions, design, how it's financed, grants/fundraising which we will only get if bond passes. Discussion on whether or not cost to tax-payer can/should go out in this. Tabled.)

March 11, 2020 Town Meeting

## 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.

*(Lamarre will have drop-off solutions by the end of August.)*

## 2.8 Other Business

- a. ***Strader made a motion to accept the minutes from July 11, 2019. James seconded. Motion carries.***

- b. Lamarre commented that the wording for his contract has been approved and will send language of new contract.

*(Lamarre will see that updated contract is sent to Apostolos.)*

Meeting adjourned at 9:55AM.

Respectfully submitted,

Erin M. Apostolos, July 23, 2019.