

MEREDITH PUBLIC LIBRARY
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Building Subcommittee Meeting Notes

Meeting #3 – 8/1/2019. Called to order at 8:05AM.

Attendees: Jonathan James, Betty Strader, Erin Apostolos, Ed Touhey, Michael Bruss

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.

Update 8-1-19: Contract details worked out. Contract signed and forwarded to Ron at LBPA for his signature.

(No further action required)

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.

Update 8/1/19: After acceptance at that meeting, Bruss Project Management (BPM) will distribute to the Trustees, Town Manager, and Erin will post to website. All communications to the Design team will be through BPM.

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, item closed)

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.

Update 8/1/2019: Discussed the issues associated with potential need for blasting. Topic further explored as new business under new business, 3.4. Logistics Planning

(No action required.)

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.

Update 8/1/19: Carl Johnson has not returned calls or emails requesting information about his offer. BPM explained that regardless of his terms, he needed to respond to the Request for Qualifications. He did not submit a response. With lack of communication with LBPA, the team needed to move forward with another option. BPM informed Carl of the necessity. LBPA has hired the Civil Engineering firm, Wilcox & Barton, whose subcontractor, J.E. Belanger Land Surveying. They started the work on 7/30/2019 and will complete the work in timely fashion.

(For record, no further action required)

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.*

Update 8/1/19: S.W. Cole contract was signed and forwarded. LBPA and BPM will coordinate the work.

(For record, no further action required)

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

Update 8/1/19: BPM reported that he had a productive conversation with Ron regarding schedule. Key dates, 9/16/19 - Pricing Set due and 10/25/19 – Project Budget due to CIP will be met. LBPA team is moving forward with development of architectural, structural, MEP design. Site planning will follow on the heels of this work with Site plan available for pricing by CM by 9/30/19. Ron shared MEP Basis of Design from Yeaton associates. BPM will review and will attend MEP design meeting. Ron will provide updates on design team progress, including survey and site planning at weekly meetings.

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 optins due 8/26/19, Sub-committee to review and approve approach by end of August)

3.1 Other Business

a. *Strader made a motion to accept the minutes from July 23, 2019. James seconded. Motion carries.*

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 |

(action required: BPM to present to subcommittee by mid-August)

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 partied 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 9th. All firms have been told to keep the evening of the 9th available.

(Action required: Ron to submit questions for consideration, Team to formalize by meeting of the 9th, team to review proposals, Need to discuss timing for calls on references)

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.

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.**

Meeting adjourned at 9:45AM.

Respectfully submitted,

Michael Bruss, August 2, 2019.