Building Subcommittee Meeting Notes, (DRAFT)
Meeting #5 – 8/21/2019. Called to order at 8:30AM.
Attendees: Jonathan James, Betty Strader, Erin Apostolos, Ed Touhey, Paul Eldridge, Ron Lamarre, Frank Lemay, David Baer, 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

Wednesday, 9/11/2019, Update CIP with: video walkthrough, elevations and renderings, updated plans, layout and concept for parking, sequencing of house demolition, costing. (4:00 pm - Town Hall Annex)

Monday, 9/16/2019, Schematic Pricing due from Milestone

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, Ron to present design, MEC to present Budget.

Tuesday, 11/26/2019, CIP to present to Planning Board. RL, MEC, BPM to attend

Dec 2019, Jan 2020, Public Hearings

Jan 2020, Warrant due

Tuesday, 1/28/2020, (4th Tuesday) Planning Board presentation, Submittal due 1/14/2020

February 2020, Soup and Bread or Pizza Social with final design information. Public outreach.

March 11, 2020 Town Meeting

Update; 8/21/2019; Updates in Bold above. Adjusted a few delivery dates. Please note!
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, Committee review will also consider cost impact of the various options for revised parking.

Update 8/21/2019; Civil is starting to layout options. Still need survey information to work details. Options due first week of September. Ron will distribute when available.

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 separately. 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.

Update 8/21/2019, LBPA to issue DD pricing set 8/30/19, MEC to have revised budget for 6/16/2019.

   (action required; LBPA to issue pricing drawings, Milestone to review and update construction budget)

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.

4.4 Design review

Quick review of design progress. Ron indicated that the 2nd floor will be expanded slightly in alignment with the 1st 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.)

New Business

5.1 Minutes approved

Minutes were reviewed and approves with a few corrections/clarifications to the timeline. Motion; Ed, Second Jonathan, motion carried.

5.2 CM on Board

LOI is in place with Milestone. Contract has been submitted for review by Town Counsel.
5.3 Design Review

Ron presented drawings and an update on MEP development. MEP Progress, Yeaton is recommending that we install a complete Variable Refrigerant Flow (VRF), air to air heat pump system through out the building old and new. Existing air conditioning will be removed. The existing FHW system in the existing building will remain in place as a back up system. *(Committee would like to see the heating elements in the existing reading rooms to be replaced.) New Energy Recovery Ventilators will be installed to provide fresh ventilation air through occupied space.

Committee would like Yeaton to set up electrical service with an essential services panel so that a generator can be connected to cover these loads if there is a long term power outage.

**Basement**

There will be an egress door out of the friends of the library space. This door can be set up to be handicap accessible. Need to eliminate the ramp for head room and space issues. Ron is still looking at the lift alternate. The stairs will be narrow and a lift or stock ramp will be installed for book transport. (This idea needs work. Friends of the Library volunteers need way to cart books to their area.)

Old basement will have some mechanical equipment located there. Design team will try to consolidate to keep as much room as possible available for storage, etc.

**Main Level**

Ron presented revised plan for Children’s room showing some space partitioned off. This is not going to work. Need to find another area for water entrance, etc. Frank suggested area off the Program room on parking lot end. Looks like that will work. Ron to confirm.

This brought up the realization that the Children’s space is currently not large enough to accommodate program. Looked at possibility of increasing footprint. It was decided that we need to find space within the current footprint. Ron looked at some options for a wandering wall, simulating a forest edge which will encroach out into the lobby/stack area. After discussion, Team feels that this could work. Minimal room size to be 1,000 sq.ft. Further discussion will be necessary regarding finish treatments, sink and counters, etc.

Request for interior glass at Staff room, looking into Teen space.

General discussion about “stack” area at main level. Ron brought up article “Uncluttering Libraries”. Talked about high density storage. Erin indicated they would cull collection before using this approach.

Ron will add auto door openers to both sets of entry vestibule doors, front and back.
Upper level

Request to add a door to the genealogy room. This space will also likely be used for meetings, etc.

Erin made a request for a Janitor’s closet with sink at Main or upper level.

Ron indicated that plan for upper deck is to include as add alternate for bidding purposes. Erin and Betty mentioned that this is important.

Roof

Erin brought up concerns for the roof tie-ins as well as snow an ice build-up on the roof.

This has been a continual problem and needs to be addressed in the design for the new addition roof.
There are also concerns about the continuous copper gutter system and how it will be integrated into the roof tie-ins and transitions. There is a concern that LCHIP and NHDHR may look at this specifically. We need to schedule plan review as there is an LCHIP grant application in play, and LCHIP has funded past work on the slate roof and copper gutter system and holds covenants on this.

Program Meeting room/Upper level

Options for Program/Meeting room: high ceilinged, single story space with vaulted ceiling, vs. 2 story space. All agree that 2 story space is way to go. Ron has already raised the roof to accommodate. Question of building for expansion now and how far do we take it?

Milestone will break out cost for shell of the space and completed. Will be designed to structurally handle stacks. Rough estimate from MEC = $250-300K. At that cost all felt it was worth considering.

Ron discussed Strategies for structuring Bond vote. There will be time to discuss. Betty has been in close contact with the Jim M. and the Meredith Library Fund.

5.4 Finishes discussions will begin at our next meeting. Ron will generate a list of what’s to be under consideration.

5.5 Next meeting is 9/4/2019, 8:30. Ron will get options on Site plan out for review ahead of the meeting. Shooting for 8/30/19.

Meeting adjourned at 10:50AM.

Respectfully submitted,

Michael Bruss, August 23, 2019.