

MEREDITH PUBLIC LIBRARY
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**Building Subcommittee Meeting Notes,
Meeting #15 – 11/21/2019. Called to order at 2:00 PM.**

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

2.6 Time Line for the Project

Tuesday, 7/30/2019 Walkthrough with CM

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, DD pricing set out to CM

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

Wednesday, 9/25/2019, DD Pricing due from Milestone

Wednesday, 10/23/2019, Parking lot meeting at Community Center.

Tuesday, 11/5/2019, Project Budget due to CIP

Tuesday, 11/12/2019, 4:00 pm at the Town Office Annex. Project presentation to CIP, Ron to present design and project budget.

Tuesday, 11/26/2019, CIP to present to Planning Board, Ed Touhey will present, Trustee representation is welcome.

Dec 2019, Jan 2020, Public Hearings

Jan 2020, Warrant due

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

Saturday, 2/29/2020, Soup and Bread or Pizza Social with final design information. Public outreach at Meredith Community Center.

March 11, 2020 Town Meeting

5.2 CM on Board

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

Update 11/21/2019; We will continue under the existing LOI until after March Town meeting affirmative vote. Frank has agreed to this.

8.2 Easement with Church

Erin has made a copy of the current easement with the Church available for review. Their will likely need to be a new easement put into place, minimally to account for construction of the new building and parking lot. Depending on final design considerations there may need to be additional concessions for permanent structures which are on or near the property line. MB suggests that we get this process started. Will ask Phil Warren if he has suggestions on how and when to proceed with the legal work and negotiations with the Church.

Update 9/26/2019; MB reviewed possibility of Easement with Phil Warren. He suggested that after March vote, Erin will send letter to Select Board requesting update to Easement, as necessary.

Update 11/6/19; Ron presented updated drawings. We will need to address need for easement with the church for egress door from lower level Friends of the Library space. We need to determine the timing of this and whether discussions should happen ahead of March Town meeting. Phil has indicated that the actual easement doesn't need to be done until after Town meeting, but we should start the process. Erin needs to write a letter to the Select Board requesting action on this item.

(Action item: Erin to draft a request to the Board of Selectmen for moving forward with easement process with the Church.)

10.2 Project budget review

See attached total project budget developed by Ron, with input from MB and the Committee. This still has Construction costs as presented by MEC in the DD pricing. There is continuous work going on in design development to maximize value between LBPA and sub-consultants and MEC. The Building committee recognizes the need to recommend a budget to the Trustees ahead of release of budget to the CIP which is scheduled for 11/5/2019. Erin will request a meeting accordingly. (suggested date of 10/29/2019 was noted) The current budget is carrying \$430k in construction contingency and \$155K for an Owner's contingency. These numbers will need to be tightened up ahead of budget release.

It needs to be noted that if the project does not move forward, the library will be facing a considerable cost (\$500k - \$1Million) to bring the building into code compliance and will be unable to occupy the Children's library space.

Update 10/23 & 30/2019:

Reviewed budget with Ron and Brian. Committee has stated that at \$5million ceiling for project costs is critical for community support. Ron talked us through a look at the budget that could get us to this number. Though MEC has responded to request to include roofing of the 88' addition and exterior painting of the historic windows in the budget, there are still some things that are not currently in the budget:

- 2 LP gas fire place inserts
 - Landscape or hard-scape at new Main street entry
 - Repair/replacement of walkways at Main street side of building
 - Full scope for repair of granite steps and railing at front of building
 - Need to understand scope of work for hard-scape and landscape at new entry from parking lot.
- We will need to include allowances for these items in the construction budget moving forward. See attached budget from Ron.

Update 11/6/2019; Budget of \$4,997,421 was approved by the Trustees and released to CIP, see budget attached to these notes. We reviewed and revised to simplify and show only pertinent categories. Erin sent to CIP separately.

Betty prepared a bulleted list of items which affected this budget upward for discussion. Ron indicated that the additional 1,624 ft² at average cost accounts for \$356K of the additional costs. The notes will be kept at hand for use at the CIP presentation as necessary to respond to questions.

Update 11/21/2019; Budget of \$4,400,000, with additional \$600k to be raised privately was approved by the CIP.

12.1 Design review

The committee feels the need for a more in-depth review and sign off in the following areas:

1. Floor plan review. Floor by floor, room by room. Does the committee need/want to see furniture layout options as a part of this review?
2. Finishes including: paint colors, flooring, countertops, doors and hardware, furniture.
3. Fixtures; Need to review cabinets layouts at Children's library, circulation desk, program meeting room. Need
4. Furniture; Need to understand roughly what can be purchased within allotted budget.
5. Door hardware, keying, keyless entry options for certain doors
6. Bathroom fixtures and accessories, including bathroom layout and elevations. Expressed need for auto flush valves for toilets in new bathrooms.
7. Electrical lighting controls and layout and number of outlets throughout.

8. Building signage; there is the standard ADA signage which is part of construction project as well as the Owner's "donor recognition" signage. Need to determine how and whether this is coordinated. MB made a suggestion that the Donor recognition signage be funded and supplied outside of construction budget. Often this is funded out of the Development funds. Need to decide and proceed accordingly.

The committee has thoughts on the interior design look for the library, integrating the historic and the new. There is a desire for "timeless" choices, vs. trendy. They would like to form a subcommittee to work with Ron and his designer on this.

14.3 Finishes review schedule and process

See note 12.1 above. Ron will start taking the committee through these design choices over the next several meetings. A sub group of the committee will be involved. We will put it on the agenda at the end of business at the next meetings until questions are resolved.

New Business

15.1

- 1. Ron showed potential accessible sidewalk at the Main street entry. It will be at approximately 85 and will need a railing. Railing will match the historic Granite step railing in detail.**
- 2. Discussed the option for covered entry. Ron will design and will include in bid documents as an add alternate to get break out pricing. Sentiment of the Committee is that this is not a good use of funds.**
- 3. Reviewed functional layout of spaces including possible stack layouts. Ron has calculated necessary shelving units at both 7' and 5'-6" high. There was initial concern that there might not be space, but Ron worked with Erin and Betty after the meeting to come up with options that should work. They also worked out layout for the Children's library. They will continue this process after next meeting on 12/6/19.**
- 4. Ron suggested that the Main level area between High Street entry and collections be laid out to be as flexible as possible. Erin would like to have "Recent" and "New" collections displayed in this area.**
- 5. Will continue to work on Circulation desk, Teen and Maker space layouts.**

Next meeting will be on December 6, 2019 at 9:00 AM.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

Michael Bruss, November 25, 2019.