

**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 #16 – 12/18/2019. Called to order at 8:35 AM.**

**Attendees:** Betty Strader, Erin Apostolos, Ed Touhey, Paul Eldridge, Brian Gehris, 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.

Jan 2020, Warrant due. Phil Warren will be writing the warrant.

Tuesday, 1/28/2020, (4<sup>th</sup> Tuesday) Planning Board presentation/administrative review, Submittal due 1/14/2020, Ron Lamarre to present, Ed to reach out to Peter to get the project on the agenda.

Bond Hearing date, 2/3/2020, 7:00 at the Community Center. Ron Lamarre to present.  
(2/10/2020 if necessary)

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

## **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**

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 ft<sup>2</sup> 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.

#### 15.1

1. Ron showed potential accessible sidewalk to 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. **Additionally, we are looking at an option for a heated sidewalk from the High street entry to the drop off space. Milestone to give us a budget number for consideration. MB can help with that if need be.**
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.

#### **New Business**

**16.1 Communication(s); Erin is working with the Advocacy committee on release of a card mailing and updates to the website. Card design is complete, mailing scheduled for some time after mid-January.**

**- Need updated "Board" from Ron. Would like to have floorplans, front rendering, High Street entry bird's eye view and rendered site plan. (Is it possible to update front view to show the current ramp/sidewalk design?)**

**16.2 Design review; we discussed the timing of review of open design decisions. Follow up meeting for review of the spaces set for Thursday, 12/19 at 9:00. Ron, Erin, Betty and Paul**

to attend. (Meeting was held, largely covered scope. Floor plans approved/accepted. Open items include Lighting in the meeting rooms, rest room fixtures. Colors, flooring, countertop selections to happen after Town meeting.

- Ron has included choices for lighting, flooring, counters etc. in the construction documents for bidding purposes. There may be some slight changes, but we will have covered the scope(s) for budget purposes.

- Preservation consultant Elezabeth Hengen will be providing comment and example photographs for consideration such as; light fixture type(s), wall color(s), furnishings, etc. She will not be providing actual selections but rather back ground and comment upon request.

**16.3 Betty presented the construction budget and Library annual operating budget to the Select Board. There were questions and comments which Betty handled. Erin to reach out to get record of Select Board vote on support of the project.**

**16.4 Bid strategy; current strategy is to have bid documents complete by mid January. Giving Milestone a good amount of time for bidding and budget reconciliation. The team understands that the budget as presented to the CIP is the GMP. We will be working within these budget numbers. We reviewed this strategy and Brian indicated that it is MEC's typical process and would reap the best value by getting the bidding done before the contractor's schedules get filled up for the coming season. All bidders would understand that the project is pending and subject to Town meeting approval. MB will follow up with Phil regarding this strategy as his position currently is that the project can't be bid out until after Town meeting. There is no legal reason for this and it could put us at a distinct disadvantage budget wise.**

**Next meeting will be on January 8, 2020 at 8:30 AM.**

Meeting adjourned at 10:15 AM

Respectfully submitted,

Michael Bruss, December 20, 2019.