

MEREDITH PUBLIC LIBRARY
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**Building Subcommittee Meeting Notes,
Meeting #18 – 1/15/2020. Called to order at 8:35 AM.**

Attendees: Betty Strader, Erin Apostolos, Ed Touhey, 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.

Jan 2020, Warrant due. Erin is working on the Warrant article with Town Counsel. Library Trustees will review and approve.

Tuesday, 1/28/2020, 7:00 pm. Planning Board presentation/administrative review, No pre-meeting submittal will be required. Ron Lamarre to present, Ed to reach out to Peter to get the project on the agenda.

Bond Hearing date, 2/3/2020, 4:30 at the Community Center. The Bond Hearing will be part of the Select Board meeting. There will not be a workshop. The meeting will start with business and the Bond hearing will be one of the first things on the agenda. Ron Lamarre to present.
(Reconvene 2/5/2020, if necessary)

Saturday, 11:00 a.m., 2/29/2020, **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. They 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 1/15/20; Erin has set a meeting with representatives from the church. A small group will be meeting with them on Wednesday the 22nd at 1:00 pm at the library.

(Action item: Items for discussion are:

- **Review project design and schedule, including the new parking lot and potential access to the lot from the Fellowship Hall.**
- **Discuss possible need for easement for secondary egress that will land on Church property.**
- **Discuss construction time line and constraints on the site and Parking lot. Any disturbed areas will be fully restored.**
- **From LBPA, we need a site plan, floor plans simple elevations, renderings if possible.)**

MB will contact Mary Moriarty from the SAU 2 at 103 Main street. 603 279-7947. Need the name of the owner of the “Red” house.

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.

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:

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.

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.

Update, 1/8/2020; Jonathan reported that the Select Board voted 5-0 in favor of recommending the Library project for approval at Town meeting.

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.

Update 1/15/20; MB to reach out to Phil to be put on the agenda for 2/3/20 meeting to discuss bidding strategy.

17.1 Sprinkler Contractor

MEC has already received Design/Build bids for the Sprinkler system. MEC recommendation is to go with John Carter Sprinkler Co. The Building Committee gave approval to move forward with a Letter of Intent to award contract contingent upon Town approval in March. This will allow Carter to begin design and coordination work for the project. There is a meeting scheduled for 2/14/20 at 10:30 at LBPA offices.

Update 1/15/20; Brian Gehris has proceeded with J. Carter Sprinkler Company.

New Business

18.1 Craig from Yeaton associates has spoken with NHEC regarding the new electrical service. Current closest location to tie to 3 phase power is at Lang street which means that NHEC would prefer to come into the front of the building from Main street. Ron would like to propose that we go underground from a pole on Main street to a transformer

located in the corner off the High street entrance. There is a meeting scheduled for 10 am, on Wednesday the 22nd to discuss.

18.2 Ron plans to issue bid documents by end of the month.

18.3 MB has reached out to Andy Lane, as well as Bill Bayard of the Meredith Energy committee to set up meetings to review the current drawings. Meeting with the Energy committee is scheduled for 2/13/20 at 3:00 at the Community center.

18.4 Ron presented renderings of the Main street and High street entrance elevations. He indicated some changes that he will be making which were in alignment with Committee concerns. The rendering will show the railings at the historic granite steps. He will be reissuing these renderings by week of 2/20, including a rendered site plan and floor plans.

18.5 Ron presented some example color boards for the Committee to better understand finish decision process. He will bring three boards for review at a future meeting. The color/finish scheme will consider the existing red brick and wood finishes in the building as base line. He is proposing the following for floor finishes; (color and pattern to be determined)

- Restrooms and Kitchenettes to have welded vinyl with integral baseboard.**
- Stairs to have rubber tread and landings**
- Flotex at the Children's Library with alternate for the remainder of Library spaces.**
- Power Bond carpet as base choice for most of the Library**
- Existing wood floors at Historic Library to be refinished**
- Cabinets to be plastic laminate with plastic laminate counter tops**
- Ron will ask for 6-8 paint colors and have one base color with accent walls throughout.**

18.6 MB is working with canopy manufacturer to pull together a budget number for covered walkway.

Open items List:

- 1. Dishwasher in the Children's library**
- 2. Lighting in the historic reading rooms**

Next meeting will be on January 29, 2020 at 8:30 AM.

Meeting adjourned at 10:30 AM

Respectfully submitted,

Michael Bruss, January 21, 2020