

MEREDITH PUBLIC LIBRARY
PO BOX 808 Meredith, New Hampshire 03253

Telephone (603) 279-4303 Fax (603) 279-5352

**Building Subcommittee Meeting Notes,
Meeting #19 & 20 – 1/27/2020 & 2/5/2020**

Attendees: Betty Strader, Erin Apostolos, Paul Eldridge, Jonathan James, Ron Lamarre(19 w/20 via phone, Dave Baer (19), Brian Gehris (20), 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. **This has been submitted**

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

Planning Board Session, 3/24/20, 7:00 pm at the Meredith Community Center. Application due on the 3/3/20, Submittal due 3/10/20. Erin Lambert will submit the application. Need to check on process and timing of notification of Abutters, etc.

Select Board mtg., 3/16/20; Need to get on the Agenda for this meeting. MB will notify Phil Warren. Two topics for discussion; Dedicated Library parking spaces and Boundary line adjustment with the Church. (See notes below)

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 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.)**

Update 2/5/20; Dan Ellis, as Church rep, has given us a number of questions regarding the Library project, its impact on the Church and the Town's need for either and easement or a boundary line adjustment. The tone of the conversations have been neighborly and productive. Points discussed include;

1. Civil drawings, survey, parking lot layout, drainage plan, etc. We have submitted drawings for the Church's review.

2. Egress step location and duration of need. We clarified that these area ways are permanent. After Ron's further review, it was determined that the eastern most egress

door, closest to Main street is not required and will be eliminated. There will be need for a permanent walkway which will connect with the main church entry sidewalk/steps. Ron will show this on the drawings and it will be a part of the main project.

3. The impact of the Library addition on light coming into the church's adjacent windows. It has been discussed and the realization of the limitations of the lot has dictated the current design has been made. MB has provided bird's view models prepared by Ron for Dan's review and use in communication to the church membership.

4. There are concerns about the impact of the construction on the church operations, parking, etc. Milestone is developing a schedule and logistics plan for discussion with abutters. This will include rough construction schedule for parking lot and addition, security fencing plan, site layout, temporary access and parking. The church realizes that they will not have access to Library parking until new parking lot completion. The church has made a request, with substantiation of prior agreements with the Town for dedicated "Library" parking spaces in the new town parking lot. The Building committee has agreed to bring this to the Select Board. The request is for at least 7 dedicated spaces to replace the existing Library spaces.

5. The Church will be moving to their new location when they have the funds available to build new Church facility with comparable capacity. They are interested in selling to the "right" buyer. They will not sell indiscriminately to any buyer.

MB will contact Mary Moriarty from the SAU 2 at 103 Main street. 603 279-7947 and the Cook property when we have established the schedule and logistics plan.

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.

Update 2/5/20; The bid strategy was presented at the 2/3/20 Select Board meeting. The Select Board is fine with Milestone proceeding as planned.

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.

Update 2/5/20; The meeting was held with NHEC. There will be no need for ground mounted transformer. Transformer will be pole mounted with under ground feed into the Main street side of the existing building.

- **NHEC has indicated that the 3 phase service will come from Lake street. There are three poles that will need to be changed out with new taller poles.**

- **The Library will need to discuss need for easements in regards to these changes with the property owners. We have sent current deeds to NHEC for their use in preparation of the easements.**

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.

Update 2/5/20; Boards have been delivered along with electronic files for dissemination.

18.6 MB is working with canopy manufacturer to pull together a budget number for covered walkway. **(Should have in hand by 2/12/20 meeting)**

New Business:

19.1 Logistics Planning and Construction Schedule

Dave B from MEC is preparing a new construction schedule and logistics plan for review by the building comm. and use in discussions with abutters. Dave expects to have for 2/12/20 meeting.

19.2 Bidding process

After approval by Select Board, MEC will prepare to move forward with Bidding. Ron expects to have the plans and specifications out by 2/7/20. MB will have a set printed for the Building Committee review. The intent is that the drawings, full size copies along with the specifications, will be available for review by the Building committee, at the Library. The Committee's input should be reconciled internally and the group's comments and requests will be given to Ron for issuance in an addendum. The bidder will be given this information and address it in their bids. This is standard process. The bidding window will be 3-4 weeks.

Brian will prepare a schedule for Bidding for next week's meeting. Looking to have site walk with Sub contractors on the 17th. Need to arrange access, (keys). MB will check to see if he has a key.

Open items List:

- 1. Dishwasher in the Children's library**
- 2. Lighting in the historic reading rooms**
- 3. Review of Elizabeth Hengen report and recommendations**

Next meeting will be on February 12, 2020 at 8:30 AM.

Meeting adjourned at 10:45 AM

Respectfully submitted,

Michael Bruss, February 6, 2020