

MEREDITH PUBLIC LIBRARY
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**Building Subcommittee Meeting Notes,
Meeting #24 –3/4/2020**

Attendees: Erin Apostolos, Betty Strader, Paul Eldridge, Jonathan James, Ed Touhey, Ron Lamarre, Dave Baer, 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.

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. Abutter's list included in application. Town will send letters.

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)

ZBA meeting, 3/12/2020, 7 pm; At the Community Center, Ron and Erin to attend. Ron to present as necessary.

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 an 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.

Update 2/12/20; Dan Ellis sent a summary of questions regarding boundary lines with Church in the existing conditions survey. These concerns have been forwarded for review, comment and/or corrections as necessary.

Update 3/4/20; Ron indicated that the revised survey work has been completed. Belanger agreed with Dan Ellis’ research and is revising accordingly. MB will forward to Dan and the Church when received.

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.

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.

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Update 2/12/20; Dave Baer and MB met with Armand of NHEC for discussion of temporary services to the library, construction service and future feed to the Cook house. We will be pulling another work order to process these requests.

While we met, Armand made it clear that we need easements signed by all property Owners along the line of the new 3 phase power corridor, not just where the new poles will be set. MB has forwarded associated deeds to NHEC. Erin will be reaching out to these Owners.

Update 2/26/20; Erin has reached out to remaining owners. We have one outstanding question. MB to get information to Erin for her use.

Update 3/4/20; We are waiting for easements from NHEC. These will be delivered to the Library for distribution and meeting with the associated Owners. MB will check in with Vicky to see where we are at.

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.

Update 2/26/20; Erin, Betty and MB met with members of the Meredith Energy committee. Jonathan is a member. MB presented site plan, floor plans, envelope information and detail as well as information on Mechanical systems design. We indicated that the Library site is not optimal for solar PV. The Committee was supportive of plans as presented. No outstanding questions.

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.

Update 2/12/20; Dave Baer presented a schedule and logistics plan for review and comment, appended to these notes. Team will review and comment at 2/19/20 meeting.

Update 2/19/20; Comments on Logistics plan

- MEC will barricade bottom of existing Main St. driveway. No parking at this location.
- Need to look at location for book drop location for duration of construction. Possibly at the beginning of the temporary entrance ramp.
- Library will work on communications plan for the web site. Post regular updates as to changes in access and accommodations.
- MEC will handle signage for construction site access, safety etc. Library will handle internal signage for updates, etc.
- Discussed the need for staff move at corner of existing for shoring, new foundation, etc. Library staff might consider this as a longer term move for construction duration. MEC will help manage move and temporary services, etc.

Update 3/4/20; Dave will formalize the interior logistics plan with dates tied to construction schedule for review with Erin, Betty, and the staff. It will include a space plan and associated dates and durations for moves. MEC will help with the systems side of things where there are electrical and/or IT needs. Library will need to handle the packing and moves.

The Library will need to arrange for off site storage, approx.. 1000 SF. Ann B. will start looking into this. They will consider using outside moving company for some of this work.

23.1 Plan review comments

Building committee presented, for discussion, plan review comments and questions as noted in email dated 2/24/20. Ron addressed most of the items. Other items are being added to the Open Items list, below. These items will be addressed as a part of the GMP budget reconciliation by MEC, or most by review and decisions in the submittal review process in construction.

Update 3/4/2020; These will be addressed during buyout and/or construction. Ron indicated the finishes choices will move forward after start of construction.

New Business:

24.1 Public event, 2/29/20, went well. It was well attended, around 80 people were there.

24.2 Friends of the library

May book sale should go on as scheduled. There will be no storage space available in the basement after that.

24.3 Veteran's Memorial and walkway

Erin met with Chris Williams to discuss the Veteran's Memorial and walkway. This scope really needs to be a part of the overall project. Chris would like to meet with MEC to look at current concept. Chris has offered to donate the design work, but not construction drawings. We need MEC to provide a budget from the concept plan. Dave B. will work on this. Meeting scheduled with Chris and Norman for 3/18/20 at 10:30 at Chris' office.

24.4 Building Committee transition at construction start.

MB will draft plan for transition to a working group who will report back to the Building Committee at start of construction. Working group to attend the weekly job meetings. Building Committee to meet monthly or as needed.

24.5 Erin's work load

Erin will look at her current work load to make sure she doesn't get too much on her plate.

Open items List:

- 1. Dishwasher in the Children's library, Ron is researching, needs to be accessible, 32" vs 30".**
- 2. Lighting in the historic reading rooms, Plans currently show 4 sconces in each reading room. Need to finalize our recommendation.**
- 3. Review of Elizabeth Hengen report and recommendations, Betty to review and pull out action items for review by the Building committee.**
- 4. Owner will furnish TP and paper towel holders for rest rooms. All other fixtures in contract.**
- 5. Interior window shades. Ron suggests and MB agrees that we pull out of contract and Owner contract direct with installers as needed.**

- 6. Need to confirm auto flush toilet valves and auto flow sensors on the faucets at the new rest rooms.**
- 7. Buy a brick. Need to coordinate with MEC and landscape contractor on material and final process for purchase and installation Erin to move forward with Advocacy comm to get the ball rolling.**
- 8. Extent of refinished flooring needs to be adjusted to front rooms and lobby only.**
- 9. Extent of flotex vs. sheet goods in Children's Library needs to be finalized.**
- 10. Children's circulation desk needs final input as a part of FFE purchase.**
- 11. Tree/Columns at Children's room will be reduced to the 2 structural columns in the room. Ron to propose glass applied material to suggest forest theme.**
- 12. Sound clouds at Children's room need to be reduced to only within the room.**
- 13. Expand Staff room at lowest level now that Egress is eliminated.**
- 14. Library shelving and other furnishings discussions will occur after ground breaking.**
- 15. Review lighting level in Friends of the Library space.**
- 16. Remove the ETR fans from the project scope.**
- 17. Reading room lighting, Chandelier location, height to be determined.**
- 18. Circulation desk, final configuration needs to be determined.**
- 19. Need break out cost on Fire lite glass in the new stair well.**
- 20. Annunciator location in the historic vestibule needs to be reviewed. Would like to eliminate.**

Next meeting will be on March 18, 2020 at 8:30 AM.

Meeting adjourned at 10:30 AM

Respectfully submitted,

Michael Bruss, March 9, 2020