

**MEREDITH PUBLIC LIBRARY**  
*PO BOX 808 Meredith, New Hampshire 03253*

---

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

**Building Subcommittee Meeting Notes,  
Meeting #25 –3/18/2020**

**Attendees:** Erin Apostolos, Betty Strader, Paul Eldridge, Jonathan James, Michael, Ann Butler for part of meeting, via phone: Ron Lamarre, Brian Gehris, Dave Baer

**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, Revised date!! 4/21/20, 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., 4/6/20; MB will notify Phil Warren. Two topics for discussion; Dedicated Library parking spaces and Easement for construction and permanent structures with the Church. (See notes below)**

## **8.2 Easement with Church**

See new business below:

**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

**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.**

## **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.

**Update 3/18/20; Dave shared a phase 1 and 2 marked up drawing. The only areas of disturbance in phase 1 is the basement and first floor area of foundation disturbance and the new egress from the 88' stairwell.**

**The library is planning to move out of the service area behind the existing circulation desk and setting up operations in the Reading room. MEC will help with setting electrical and IT as necessary.**

**Notes from Erin and Dave meeting, 3/19/20, 11:00.**

Staff are rotating in to pack up their areas. Matthew and Derek are working on moving all of our books out of the historic room where staff is moving into Fiction and Non-Fiction.

Chris, Matthew and I met with Dave Baer from Milestone to discuss logistics.

**Staff Space.** Though staff are moving their items out of the staff area, we cannot move our electrical until the GMP is signed. We will need more electrical sockets in the temporary staff space. The cubicles are wired into the electrical, so we will need to wait to move them. Anticipated date of signing GMP is March 27. As we are closed at least through April 6, that gives us ten days to move electrical and cubicles and get staff set up. Dave says no problem. Chris and the circulation desk will remain where they are. Server, etc. can remain where it is. Copier and DVD stored behind the desk will go where Matthew and Joyce's cubicles are now.

In the historic room where staff are now going, we will set up cubicles and Dave will create a temporary partition in the opening to keep the public out of the staff space. If we open on April 7, we will be ready for business.

**Basement.** We need to clear out in the main basement all of the Friends of the Library Book Store books. Eliza has storage space for them. We also need to move all staff storage under the basement windows.

Dave said we have until after the book sale to move these items. The books from the Friends book sale room (the old costume room) will be out by May 14. The staff can use that entire room for storage space. We will move all staff storage into there. There is plenty of room in there for other storage as needed.

Everything on the other side of the basement (newspapers, file cabinets, drafting table other staff storage) can stay. Everything in the furnace room can stay.

**Hallway outside of basement.** The hallway is narrower than depicted on the drawings. The elevator door (which is not drawn on the drawings) is set to open directly across from the basement door. Dave is going to get some clarification on that and I'll get back to you. Dave said we will have access to that space throughout the project. Elevator pit is scheduled to start Mid-May.

Milestone will build a partition and sound barrier behind the circulation desk to dampen the noise during Phase I.

**Phase I.** All of the addition will be built during Phase I. Everything can remain where it is during Phase I. Once it's complete, we move to Phase II.

**Phase II.** Milestone will build a temporary partition between the 1988 addition and our new addition. They then need to break through. Ramps between the additions will be already built in Phase I. Dave and I are working on the possibility of the Fiction and non-fiction collections staying where they are during this "break-through". Then once it is done, we can use a "book chain" to move the books where they need to go in new addition. I think this is a fun idea. Dave said they did it on another job where the chain went all the way down the street. I believe this will be a great way to get the community involved. We will also need a book chain from old children's room to new children's room.

Dave will get back to me on whether or not the adult collections can stay in place during the break-through.

Teen collection can be stored in the new unfinished space above the meeting room until teen space is ready. Likewise any furniture, pictures, etc. from any other areas can go in the new unfinished space.

During Phase II Dave believes he can salvage part of the current circulation desk and put it in front of the two staff offices near the High Street entrance. There won't be room for all staff in the designated staff spaces during this phase so we may need to temporarily house them in one or two of the quiet meeting rooms for now. Adult collection and children's collection will be in place during Phase II.

**Bottom line, we do not need any storage space. The phasing allows us to store on site.**

**The meeting went well and I believe we are in good hands.**

### **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.

**Update 3/18/20; Erin, Brian, and MB met with Chris and Norman. They turned over concept plans. Brian will put together a budget which will include design costs.**

### **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.**

**New business:**

#### **25.1 Easement discussion continued:**

- Ron noted that the current easement allows for temporary construction and maintenance of the existing drainage system on Church property.**
- Survey has been updated, waiting for a stamped drawing.**
- Ron is looking at adding gutters on the church side of the building. Will issue an SK showing proposed changes and additional work. Our goal will be to do only what is necessary and effective.**
- Note that both the Town and the Church prefer the easement option to boundary line adjustment.**
- Need to draft a letter to the Select Board asking the Town to move forward with legal work associated with the easement. Will need to attach a site plan that shows specifically the areas of impingement on the Church property. Request to include note of; Temporary use of church property, new and existing under drainage, the new pathway from stair egress connecting to church entry sidewalk, construction and maintenance of the new egress stair and area way.**

**Additionally, we need to write a separate letter requesting dedicated parking spaces for the Library. It was suggested that we include a parking diagram showing suggested spaces, as well as suggestion for signage that lists the hours of restricted use.**

**We discussed making a request for no overnight parking, but the group decided to hold that until future date.**

#### **25.2 Children's library window wall**

- Ron presented an option for the window wall which included an applied opaque film with a "tree" theme. He made the suggestion that each section of glass have book cover art from a famous children's book with a forest theme.**
- Recommends that the film be applied to the adult side of the glass.**
- The columns at the window wall will go away. Need to design solution for the two columns within the Children's library space.**
- The acoustic clouds have been eliminated on the adult side of the space.**

**25.3 Betty reported that the Forbo rep met with her and staff with samples and information on the Flotex product. The staff and Trustees approved the product. Colors and patterns to be determined.**

**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 flutex 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 via skype on March 25, 2020 at 8:30 AM.**

**Ron to send evite with skype sign in to the whole group.**

Meeting adjourned at 10:10 AM

Respectfully submitted,

Michael Bruss, March 23, 2020