

Lee Public Library Community Center Building Committee

November 21, 2013 Meeting Minutes

Committee Members present: Thomas Dolan, Lou Ann Griswold, Katrinka Pellecchia, Sharon Taylor, Paul Gasowski, Chuck Cox, Zachary Smith, Tobin Farwell, and Leslie Martin

Others present: Dennis Mires, Architect; John Waitt, Mechanical Engineer; Frank Lemay, Brian Gehris, Milestone Engineering and Construction; Annie Gasowski, Library Trustee Chair; Walter Rous, Clerk of the Works, Durham Public Library

The meeting was called to order at 6:30 p.m.

- The committee approved the agenda as published.
- The Minutes of the November 14, 2013 meeting were approved as written.

In the interest of insuring a positive vote on the Bond warrant article in March, the committee discussed the current project timeline and the advisability of delaying the vote on the bond until CY 2015 to provide for further refinement of the library plans, models and additional time to publicize the project. After some discussion, the committee opted to stick with the current plan, take full advantage of the public information sessions scheduled between now and the bond vote in March and hold open the option to delay bringing up the vote on the bond should circumstances warrant. The committee also noted that representatives from the Municipal Bond Bank will be meeting with the Library Trustees and the Select Board on December 9 and that the deliberative session on the Library bond warrant article is scheduled for January 6.

Dennis Mires provided a further update on the plans to incorporate the suggestions made at the last meeting. The square footage is now 12,125 sq. ft. and the current estimated project cost remains at \$3.6 mil. The latest elevations have not been costed but Dennis noted that the additions made to the last plan along with the reduction and simplification of the parking lot may result in a 'wash'. The committee indicated approval of the revised elevations as the basis on which to proceed in presentations for the Select Board and the Public Information sessions.

Dennis advised that he needs the committee's response to a proposal he has submitted for the civil engineering services associated with the submission of the Rt 155 entrance/egress proposal to the state. He further indicated that Tobin Farwell had offered his services in this regard on a pro bono' basis and that he was willing to work with Tobin on this aspect of the project.

Dennis next introduced John Waitt, a mechanical engineer on Dennis' team. John presented several options and types of heating and cooling systems, to include but not limited to, variable refrigerant, water source heat pump, radiant floor; as well as their relative compatibility to biomass systems and other energy sources and the complexity of controls required. Dennis will run a pro forma on the various systems applicable to the current design to provide relative operating and installation costs and the respective payback. He confirmed to the committee that the aforementioned civil engineering services and the mechanical engineering services are outside the scope of his quotation for his 'pre-bond vote' architectural services.

In addition to the scheduled Public Information sessions, the committee discussed the upcoming presentation to the Select Board on 11-25-13 and the respective responsibilities of the involved LPLCCBC representative(s), Dennis Mires and Milestone Engineering and Construction. Specifically:

- Katrinka Pellecchia to advise Dennis Mires on the time of the presentation to the Select Board
- Dennis Mires will E-mail the revised elevations by 11-22-13
- Dennis will review the progression of the original plans to the current design
- Milestone will address any questions within their scope of responsibility
- Dennis will try to have a 3D model prepared for the December 4, 2013 Public Information session
- Dennis needs to have information on the 'revenue' side of the budget, which information will also be needed for the Public Information sessions
- The Public Information sessions will be critical to obtaining feedback and developing effective responses

The committee reviewed the Back Plan, focusing on the LPLCCBC activities, the bond hearing, the public information sessions and the deliberative session

The committee then, in general, discussed the issues surrounding committee members bidding on project activities and Tobin Farwell's 'pro bono' offer of civil engineering services in particular. Tobin had indicated that the application to the NH DOT would be on a 'pro bono' basis but additionally, he was interested in bidding on the site work as well. Katrinka Pellecchia read a response from 'Municipal Legal Services' in response to a hypothetical situation referred by Town Administrator, Julie Glover. MLS essentially indicated that the involvement of a committee member as a bidder and/or contractor, even after recusal from the bidding evaluation/contractor selection processes, could be perceived as a conflict of interest and/or an unfair advantage to the committee member involved. After much discussion of the pros and cons, the committee decided to refer this specific situation to the Select Board for their determination.

The next LPLCCBC meetings are scheduled for December 5 and December 19.

The meeting adjourned at 9:45 PM.

These minutes were prepared by Tom Dolan