

Lee Public Library Community Center Building Committee

November 14, 2013 Meeting Minutes

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

Others present: Dennis Mires, Architect; David Baer, Brian Gehris, Milestone Engineering and Construction; Annie Gasowski, Trustee Chair; Dave Cedarholm, Lee Selectman; Carla Wilson, LPLCC Foundation Chair; Cynthia Linehan Giguere-Unrein, LPLCC Foundation Treasurer and Library Trustee; Margaret Dolan, LPLCC Business Committee Chair and Library Trustee

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

- The committee approved the agenda as published.
- The Minutes of the October 31, 2013 meeting were approved as amended to correct the reference to the 'Bookworm Digest'.

Katrinka updated the committee on the BOS meeting of 11-12-13, indicating that the Board had some questions and requested that Milestone Engineering and Construction attend the BOS meeting of 11-25-13. Dave Cedarholm then posed a question on the nature of the Contingency fee. Dennis Mires explained the basis for this charge and the conditions upon which it is based. Dave Cedarholm posed a second question on the status of formal state approval for the entrance and egress options. Dennis Mires indicated the state had not approved the proposed plan but that that a preliminary review of the site and applicable criterion, in his view, the proposed plan would likely be approved. After discussion on the merits of submitting a pro-forma to the state for guidance and/or approval, Dennis Mires and Tobin Farwell agreed to do review the current plans and estimate the work and civil engineering involvement required to submit a proposal to the state. Katrinka and Dennis Mires will update the Select Board accordingly at their meeting on 11-25-13.

Committee members commented on the Newington Library tour and noted cathedral ceilings, framing sizes etc. and noted that the night time conditions were not conducive to a full appreciation/evaluation of the structure.

Dennis Mires presented revised construction and overall project estimates based on the considerations of a revised site plan, simplified structure and reorganized floor plan as discussed at the LPLCCBC meeting of 11-14-13. The net result was a reduction in the overall project cost from \$4.4 mil to \$3.6 mil with a sprinkler system and \$3.5 mil without a sprinkler system. The revised estimate was based on a site plan with a single parking area and a single driveway. Discussion followed on various aspects of the revised plan including but not limited to:

Records storage	Lighting considerations
Energy management / insulation characteristics	Windows
Mechanical systems biomass compatibility	Siding
Ceiling heights	Gallery size
Interior lounge areas/meeting room sizes	Interior appointments
Roof lines / hip roof breaks	Parking space and landscaping options

Milestone Engineering and Construction and Dennis Mires agreed to provide options on the various mechanical systems, their cost and potential payback. The current construction estimates are based upon systems used in similar buildings and do not reflect the costs associated with geo-thermal systems.

The committee discussed the following schedule:

- 11-21-13 Next LPLCCBC meeting
- 11-25-13 LPLCCBC, Dennis Mires and Milestone presentation to the BOS of current drawings and budget
- 12-4-13 1<sup>st</sup> Public Information session to primarily provide a project progress report and community feedback

The committee agreed on the critical need to coordinate the preparation and conduct of the public information session with all involved town and library groups as well as with Dennis Mires and Milestone Engineering and Construction

Dennis Mires outlined deliverables on the part of the Town that he and Milestone need to determine and execute a specific project plan: namely, the town organization structure and authority lines governing the project, budget numbers and the applicable revenue stream, specific goals, milestones and target dates. The LPLCCBC will prepare a Library Program Plan that will address these requirements. Dennis Mires and Milestone agreed to help in this regard and provide feedback on any proposed plan.

Discussion ensued on the importance of, and need to, effectively provide full information to the townspeople to enlist their support and engagement in the realization of the new library.

The meeting adjourned at 9:30PM. These minutes were prepared by Tom Dolan

APPROVED