North Hampton Public Library

Board of Trustees

Work Session Meeting Minutes

237A Atlantic Avenue, North Hampton NH 03862

Monday, March 16, 2020

5:30 pm

**Attendees:**

Chair Kathy Kilgore

Treasurer: Susan Leonardi

Secretary: Jacqueline Brandt

Alternate Emily Creighton,

Director: Susan Grant

Assistant Director: Liz Herold

*The intent of these minutes is to provide a summary of the essential meeting content and not a transcription.*

Ron Lamarre, Keith McBey, George Chauncey and Frank Ferraro

Board of Trustees Work Session

1. Call to order 5:30pm
	1. Susan Leonardi makes the motion for Jacqui Brandt to participate remotely by phone. Seconded by Kathy Kilgore. Roll call vote: Susan, yes, Emily, yes and Kathy, yes. All agree.
2. New Business – Lavallee Brensinger Architects and Bonnette, Page & Stone
	1. Bonnette Page & Stone, Keith McBey:
		1. McBey congratulated the Trustees on the 63% North Hampton ballot approval of Warrant Article #9. He noted that once the revised drawings are finished by LBA, he will solicit multiple proposals from subcontractors for all major disciplines/trades. BPS will provide bid recommendations. The Trustees, LBA and BPS will be able to review and select each subcontractor and provide feedback throughout the entire building process. This is the difference in CMS (Construction Management and Supervision) and Design to Build. Design to Build projects require more construction experience and there is a set design ie dorms, hotels, etc.
		2. Proposed Schedule. Beginning May 1st – we will have a 3 week bid period, spend two weeks (bid review) reviewing and recommending. During this time, we will amend to our contract with BPS/Ron– June 15th, we will determine the GMP Amendment. In July, Trustees can begin planning the Ground breaking ceremony in the community. Towards end of June/after July 4th. McBey states that the construction will last 8 to 9 months.
	2. LBA, Ron Lamarre:
		1. First week of May, LBA will give McBey all the bid documents. Susan Leonardi has requested the Ambit Site Survey Cad file from Mike Tully on March 13th. This is needed to start all permitting work and we do not want to pay for another survey. The only permit we need will be for the septic system. The Select Board paid for a design of a septic system, but it was not permitted. LBA is working with the same company the Select Board contracted so we are hoping they can continue with the project. Septic approval will not available before May 1st. In June 2020, bids will be compiled, reviewed and selected. July 2020, construction will begin.
		2. Drainage and parking lot design. Erin Lambert of Wilcox & Barton, Inc. will need the Ambit Site Survey and the drainage design should be sent to her if possible to save costs. We know that the highest point is in the front of the Homestead property and the lower area will be the parking lot.
		3. North Hampton Planning Board courtesy review. The Trustees must submit 60 days before construction starts. Once the design and bidding process begin, the Trustees will request a meeting in May with the Planning Board. All Site design, grading, lighting, SWPP (Storm water Pollution Prevention Plan) documents will be prepared by Ron and Erin. The town has adopted MS4 permitting so an archeological review of the site will be completed and the SWPP (Storm water Pollution Prevention Plan) will require general permitting from EPA.
		4. Updated Building Plans. We will be flipping the current building design so the meeting rooms are closer to the parking spaces. The wall in the back of the building will be straight now. Director, Susan Grant and library staff members will meet with Ron to determine the final placement of built ins and glass walls. The square footage we initially removed for extra drainage with the addition/renovation plan will be added back in. Because of COVID 19, Ron will use Skype calls to contact the library staff – click on Ron’s link. Susann Grant will send Ron some available times and dates that staff are available. The overall building design will be more simple. The new building will be constructed out of wood- more sustainable. The new roof is one piece and will be pitched. The HVAC systems will be in the back of the building on the ground for maintenance for access. Ron reviewed the column lines – outside walls of the building that will be the load bearing walls. The structural engineer is creating lateral bracing walls within the building. Keith McBey will meet with the structural engineers and talk about the best use of steel in the new building. We discussed site energy/source energy preferences –carbon neutral – oil vs natural gas in Northeast, the benefits to natural gas, solar possibilities and newer net zero buildings. A split system may be the best option for the library and will allow for any changes in the future. The Trustees will have time to decide the best source to install for the library.
3. Any Other items that may come up before the Board
	1. Bond. Ron noted that the timing is good to negotiate bonds now. Once DRA approves the warrant, the Select Board are scheduled to meet on the 6th and 20th. The Trustees should submit a letter requesting the bond.
	2. Invitation to meet with the Select Board. The Trustees received notification from Mike Tully that the town may have violated the 10% rule with the approval of all warrant articles on the ballot this March. Chair, Kathy Kilgore reached out to DRA and the Director of Charitable Trusts for guidance. The Trustees discussed that once the ballot results are submitted the normal process is through the town and Select Board, at this time no documents have been submitted so a violation has not yet been determined by the DRA. The Trustees would like the DRA to determine if there has been a violation and offer guidance on the issue before meeting with the Select Board.
4. Adjournment. Meeting was adjourned at 7:30pm. Next meeting TBA.