



**Meeting Minutes**  
**North Hampton Public Library - Board of Trustees**  
**North Hampton Town Hall**  
**Monday, March 30, 2020, 5:30 PM**

Chair:	Kathleen Kilgore	Alternate:	Emily Creighton
Treasurer:	Susan Leonardi	Library Director:	Susan Grant
Secretary:	Jacqueline Brandt	Assistant Director:	Liz Herold

---

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

**NOTE:** In following CDC, State and Federal recommendations for social distancing the Board of Trustees strongly suggested the public choose to view the Board of Trustees' meeting live on Channel 22 or as posted on Town Hall streams and not in person.

In order to assure the public has the ability to comment and share ideas during the meeting, arrangements were made providing participation through live phone calls and emails during the meeting.

Comments, opinions or questions during the meeting, could be made by dialing into 603-758-1447 or email directly to [nhpltrustees@gmail.com](mailto:nhpltrustees@gmail.com). E-mail correspondence was read live on air.

**Call to order:** The Chair, Kathleen Kilgore called the meeting to order at 5:34 pm. Followed by the Pledge of Allegiance. Special thanks to John Savastano and Michael Tully for coordination and set up of technology to make a public meeting possible in such unusual and dire circumstances.

**Participants:** At Town Hall: Chair, Kathy Kilgore, Susan Leonardi, Treasurer and Jacquie Brandt, Secretary

Joining remotely: Susan Grant, Library Director, Liz Herald, Assistant Director and Emily Creighton, Alternate

**Motion:** Motion made for board to recognize and allow remote participants Susan Grant, Liz Herold and Emily Creighton via Zoom Meeting by Susan Leonardi. Seconded by Jacquie Brandt. **Vote:** 3-0 in favor.

**New Business:**

**Finance Director Presentation to the Select Board:**

Chair, Kathleen Kilgore, initiated discussion of the Finance Director's presentation to the Select Board in the Select Board meeting held on March 23, 2020. The possibility of a potential issue with the 10% was discussed during that meeting. It should be noted that there is not an official finding by the DRA (New Hampshire Department of Revenue). The town was to have made the official submittal of 30 March

2020, the deadline. DRA will begin a review the documents which may take up to 20 days and will then make recommendations based on their findings if the 10% rule has been exceeded. So, the board is awaiting the findings. It was later confirmed by Mike Tully, Town Manager, that the results were submitted.

#### **Approval of Lavallee Brensinger Architects Invoice:**

After some discussion, a motion was made by J. Brandt to pay invoice 13795 dated 2-17-2020 in the amount of \$33, 168.41 for services rendered. S. Leonardi seconded the motion. **Vote: 3-0** in favor. S. Leonardi to submit to Ryan, Finance director.

#### **Project Review- Timeline- Past, Current, Future**

K. Kilgore reviewed how the library plans have progressed throughout history and specifically the past 7 years. The library bond was approved in the March 2020 vote by approximately 63% of the citizens of North Hampton. It was emphasized that each firm selected in the process had gone through an extensive RFP bidding process prior to being selected beginning with Lavallee Brensinger in 2013. In 2017 a pre-bond agreement was signed and later amended in 2018. In early 2019 the NHPLBT signed a contract for the expansion and renovation project. There were three firms that bid for the construction management of the project from which two were interviewed. Following that, Bonnette, Page and Stone (BPS) with Keith McBey were selected by an RFP bidding process which included a review of past project successes and outcomes, the North Hampton School renovation cited as an example of a very successful project. Following a review by the library staff, revised drawings/plans for the new library on the Homestead property will be submitted to BPS for review and will then be presented to solicit multiple vendors for all disciplines of the construction process. The bid process will span a duration of three weeks and will then be reviewed within two weeks by BPS for recommendations. The trustees, architect and BPS will meet and review recommendations, select vendors based upon those recommendations and execute any contract modifications with BPS or Lavellee Brensinger at that time, wrapping up this phase by mid -June 2020.

The Trustees will be submitting a request to present to the Planning Board for the scheduled May meeting to review new library plans to include site designs, grading, lighting, stormwater pollution plan management. Plan review and permitting will be reviewed and prepared by Ron Lamarre and Aaron Lambert of Wilcox and Barton. Town has adopted MS 4 permitting. Therefore, EPA permitting will be obtained as required.

Bond bank application for the July 20 sale deadline is Friday, May 8. K. Kilgore requested that the Trustees request that the Select Board proceed with the application. The next 90 days will be critical to the project. Given the current events, there may be more contractors available to bid the library project now. Another advantage in going to the bond bank now is that interest rates are at a historical low.

S. Leonardi discussed the continued work that is occurring on the project now and moving forward and how that should be communicated to the community. Susan Grant confirmed that she and the architect are meeting Wednesday morning via Skype on the new plans as the building is now stand alone. K. Kilgore asked how the library trustees and staff could convey that to the community. It was suggested and agreed that a letter could be posted on the library site and that it could also be submitted to the paper and the Friday folders for those who may have limited internet access.

Susan Leonardi presented an amendment intended to modify the Agreement between owner and architect, dated April 15, 2019. The amendment covers the Architect's scope of services and expands them to include the redesign of the Library expansion project to the New Library project on the adjacent Homestead property. K. Kilgore read the entire amendment. *Amendment 3 attached at the end of minutes for details.* Discussion insured as to the merits of the amendment.

**Motion** made by J. Brandt to accept and approve Amendment Number 3 of the Agreement between North Hampton Public Library Board of Trustees and Lavallee Brensinger Architects project number 13-020-00 dated March 27, 2020 as written. Seconded by S. Leonardi. **Vote:** 3-0 in favor.

**Motion:** Regarding the bond application, K. Kilgore made a motion requesting the Trustees send official communication to the Select Board requesting that they begin the formal application process to ensure that the bond application is submitted by the application deadline of May 8, 2020. Seconded by S. Leonardi. **Vote :** 3-0 in favor. **Action Item:** Kathy to write letter of request to the Select Board. Trustee to view and edit through Library Director.

**Motion:** S. Leonardi requested a motion for the Board of Trustees to write a letter updating the community on the progress being made by the library to be distributed via the website, e-mail and to the editor of the Hampton Union for publication. J. Brandt seconded the motion. Library director to assist in the editing and distribution of the letter. Kilgore suggested that the letter, once published, be submitted on social media. **Vote: 3-0** in favor.

### **Request to Town to authorize Ambit Engineering release CAD file of survey to Wilcox & Barton Engineering**

Communications to be sent on to the Select Board regarding a critical CAD file needed by the engineering firm to proceed with the planning of the project. Aaron Lambert requires a digital copy of the site survey for drainage and site design. This survey was completed for the select board as part of their proposal for the new library they proposed. This survey was paid for by tax-payer funds. Susan Leonardi drafted a formal request. Kathleen Kilgore read letter of request into the record. It was discussed and agreed that with some editing this was to be presented to the Select Board. The priority of this request was discussed as the Trustees have the construction and bidding timeline to consider.

**Motion:** J. Brandt made a motion to with modifications, prepare and present the letter of request to the Select Board as soon as possible. Motion seconded by K. Kilgore. **Vote:** 3-0 in favor.

### **Other Items:**

#### **Library Services and Needs:**

S. Leonardi requested feedback from S. Grant and library staff . Discussion as to what support, if any, they may need from the Trustees. S. Grant indicated that they were continuing to provide services that were possible remotely. Assistant Director, Liz Herold indicated that they were continuing to provide service virtually. S. Leonardi ask if there were plans for a virtual story time. Susan Grant discussed the updating of library resources and links on the web site. There is a new youth librarian who is coming on board will develop programming moving forward. Connie's last day is April 15. Liz Herold discussed programing for adult programs to come. There has been a great deal of information to sort through. Susan Grant discussed that some of the programing could be presented via the web. K. Kilgore thanked S. Grant and the staff for their efforts and keeping in front of the curve.

### **Live and Recorded Meeting and Work Sessions**

K. Kilgore presented discussion regarding the live and/or recorded meetings and work sessions. K. Kilgore encouraged leadership on this topic for all community boards and there was discussion regarding how meetings can be recorded and resources required for this to be accomplished.

**Public Comment: Via Phone In.**

**Frank Ferraro, Post Road, North Hampton:** Comment on discussion of CAD file request. Should modify “for inspection” but change to actual file. Mr. Ferraro after reviewing the last Boast of Selectman meeting where the finance director presented to the board suggested that the Trustees come up with a plan regarding the 10% rule and suggest to the Board of Selectmen how to proceed if in fact there was a violation of that rule. It was his belief that the Select Board intended for come up with a plan to present to the DRA prior to the 20-day review period. There was discussion as to whether or not there was an actual violation of the 10% rule. After lengthy discussion, the trustees indicated that they thought it best to wait for the determination from DRA and their suggestions. The concern was that the Board of Selectman could adjust the distribution of the unassigned fund balance roughly \$305,000.

**Laurel Pohl, North Road, North Hampton:** Ms. Pohl reiterated the point that Mr. Ferraro stated. She stated that the Select Board will draft a plan and is will be presented to DRA. It was her strong belief that the Library Trustees draft a plan. More discussion ensued but Trustees concluded that the Select Board would proceed as they wish regardless of Trustees recommendations. K. Kilgore said that this 10% overage was an error and the Select Board is charged with resolving the issue.

**Frank Ferraro, Post Road, North Hampton:**

Mr. Ferraro stated that he did not feel that we have exceeded the 10% however, DRA will not make a ruling for another 2-3 weeks. He felt that Trustees decision point was prior to Monday’s select Board Meeting. Mr. Ferraro suggested as a possible solution the Trustees propose to withdraw the 300,000 in donated funds from the Warrant Article following the logic of the Miller proposal. He felt that this could leave the library whole. After more discussion is was agreed to wait for the DRA determination.

**Channel 22: John Savastano:** Regarding Work sessions recording. Discussed the advantages of installing town hall streaming. This has already been considered in the plans for the new library. K. Kilgore commented on the cost and tech resources. Mr. Savastano indicated that once installed this required very little technical support. K. Kilgore to research the feasibility of doing this in a short timeframe.

**George Chauncey, Hobbs Road, North Hampton:** Mr. Chauncey presented that at the last Select Board meeting that the Board discussed a plan to rebid the project as a recommendation to lower the cost. K. Kilgore noted that this was a discussion point but that a plan has not been proposed. There was discussion regarding signed contracts with the Library Board of Trustees and the architects and construction management company and how the bidding process would proceed. Emphasis was expressed on getting a good value and quality from the construction of the project – a quality building or the right price. A review of the current construction plan was reviewed by K. Kilgore.

It was discussed and agreed by the Trustees wait for a determination from DRA prior to making any recommendations.

Adjournment:

**Motion:** K. Kilgore made motion to adjourn meeting at 7:25 pm Seconded by S. Leonardi. **Vote: 3-0** in favor.

**Amendment No. 3**

to

Agreement Between

North Hampton Public Library Board of Trustees

237A Atlantic Avenue

North Hampton, New Hampshire 03862

(Referred to in the Agreement as Owner)

and

Lavallee Brensinger PLLC – dba Lavallee Brensinger Architects (LBA)

Name of Project: North Hampton Library Additions and Renovations

Project No.: 13-020-00

Date of Amendment: March 27, 2020

This Amendment is intended to modify the above Agreement Between Owner and Architect, dated April 15, 2019. Except as specifically noted below, and except as modified by previously executed Amendments, all other terms and conditions of the original Agreement shall remain unchanged.

The Architect's Scope of Services shall be expanded to include:

1. Re-design from a Library Expansion Project to a New Library Project, on the adjacent Homestead Property. Work to be performed by the civil engineer, structural engineer, MEP-FP engineers, and the architect. Services include using the same design; with modifications to construct a new Library. This specifically includes:
2. Structural Re-engineering of the Roof and foundations.
3. All new site design, engineering, and permitting applications to NHDES.
4. "Flipping" the design based on the new site and preferred site orientation.
5. This includes minor interior layout modifications due to the removal of existing walls shown in the previous expansion project.
6. New layouts for the MEP-FP documents to reflect the changes in flipping the design.

The Architect's fees for the above Additional Services shall be a stipulated sum of **Sixty-Six Thousand Dollars (\$66,000.00)**, including reimbursable expenses.

The Bid Documents will be submitted to Bonnet Page & Stone (BPS) the Owner's Construction Manager, on or before May 01, 2020; subject to receipt of the existing site survey.

The Owner shall provide the existing site survey; the cost of which is not included in this Amendment.

North Hampton Public Library  
Board of Trustees

Lavallee Brensinger PLLC  
dba Lavallee Brensinger Architects

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)  
Chris Drobat, AIA, President

\_\_\_\_\_  
(Signature)

  
\_\_\_\_\_  
(Signature)

30 March 2020  
\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:



North Hampton  
Public Library and  
Cultural Center

Wednesday, April 1, 2020

[Delivered by Email]

**North Hampton Public Library Board of Trustees**  
237A Atlantic Avenue  
North Hampton, NH 03862

**North Hampton Select Board**  
233 Atlantic Avenue  
North Hampton, NH 03862

RE: Right to Know Request per RSA-91A

Dear **Jim Maggiore, Larry Miller and James Sununu:**

A Board of Trustees member requested the Ambit Existing AutoCAD file of the Homestead property from Town Administrator, Mike Tully on March 14<sup>th</sup> and March 21<sup>st</sup>. Using the existing site survey file will save taxpayer monies as our architects continue with site layout work of the new library building project approved by voters on March 10, 2020.

Pursuant to the Right to Know Law (RSA. 91-A), I am requesting public access, within 5 business days, to the governmental records reasonably described as follows:

The Homestead site survey AutoCAD File created by Ambit Engineering, 200 Griffin Road, Unit 3, Portsmouth, NH 03801.

If you deny any portion of this request, please cite the specific exemption used to justify the denial to make each record, or part thereof, available to the North Hampton Board of Trustees. You may email the records to me at [nhpltrustees@gmail.com](mailto:nhpltrustees@gmail.com).

Thank you for your lawful attention to this matter.

Personal Regards,

**Kathleen Kilgore**  
Chair  
North Hampton Public Library Board of Trustees

Per RSA 91-A, governmental records means "any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term "governmental records" includes any written communication or other information, whether in paper, electronic, or other physical form, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term "governmental records" shall also include the term "public records."