

# North Hampton Public Library - Board of Trustees Meeting Minutes

North Hampton Town Hall

231 Atlantic Ave

Thursday, July 23, 2020

6:00 PM

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasurer: Susan Leonardi Library Director: Susan Grant

Secretary: Jacqueline Brandt Assistant Director: Liz Herold

Guest Speakers: Keith McBey
 Ron Lamarre

*In following CDC, State and Federal recommendations for social distancing the Board of Trustees strongly suggest the public choose to view the Board of Trustees’ meeting live on Channel 22 or as posted on Town Hall streams as opposed to in person.*

*Board members and Presenters will have the ability to participate by Zoom in the meeting.*

*In order to assure the public has the ability to comment and share ideas during the meeting, we have arranged for the ability to include live phone calls and emails during the meeting.*

*If you have a comment, opinion or question during the meeting, please dial in to 603-758-1447 or email directly to*

*n* *hpltrustees@gmail.com* *and your email will be read aloud during the meeting.*

1. **Call to Order by the Chair and Pledge of Allegiance**

Board chair, Kathleen Kilgore called the meeting to order at 6:03 pm. The pledge of allegiance followed. S. Leonardi was not present at the meeting and Emily Creighton was available via Zoom for participation and voting.

1. **N ew Business**
	1. **Bid Review Process**
	Keith McBey and Barrett Ryan Salta from Bonnette, Page and Stone were present at the meeting to present bids and further discuss the bid review process. The process was discussed at length with emphasis on the timeliness of the bid reviews and approvals by the Board of Trustees. Ron Lamarre of Lavallee Brensinger discussed the bid process and the importance of selecting the bidders not only in a timely manner but in a way to enhance the competitiveness of the bids. To allow for the most advantageous negotiations in the process, he suggested that the trustees approve the bid recommendations publicly and then make available all bids thereafter. The bids in their entirety can be printed out and provided to the public in print form at the library. E. Creighton stressed the transparency of the bidding process and suggested that all the bids be presented including the recommended bid.
	K. Kilgore also emphasized transparency but stressed that it should not impede the process in terms of flow or competitive bidding. J. Brandt indicated that the process would be slowed down if all the bids were made public as some vendors would want to resubmit bids and match the winning bid numbers. This could potentially place the construction manager and the library at a disadvantage in the process. Lewis Roch also echoed this and suggested that the process be allowed to flow as Ron had suggested. K. Kilgore emphasized that those are public documents and can be released when people want to view them.

	Ron Lamarre stated that the construction manager, Bonnet Page and Stone, are taking the bids rreceived on bid day and further verifying and confirming that all items included in the bid specs are covered. Once bids are vetted then the bid numbers can be revealed in public. This avoids potential “price wars” in the bidding process.

	E Creighton explained how she viewed the government bidding process. Ron further explained that B.P. & S. will vet the company and that the Trustees ultimately have the final decision.

J. Brandt suggested that the Trustees approve the bid recommendations within 48 hours of them being submitted by Bonnette, Page and Stone. It is anticipated that all bid recommendations will be submitted to the Trustees within a three-week time period. The start date for the project is projected to be 12 August 2020.

**Motion:** J Brandt made a motion that bids be approved within 48 hours of their submittal and once approved, all bids be printed out and placed in a folder in the library for public access. Seconded by E. Creighton.

**Vote:** 3-0 **Jacquie Brandt** **Yes**

 **Emily Creighton Yes
 Kathleen Kilgore Yes**

It was suggested by J. Brandt that the bids received to date be approved. At the trustees had time to review and ask questions individually. It was agreed that the following bids be approved.

**Motion:** J. Brandt made a motion to accept the bid recommendations as stated below made by constriction manager Bonnette, Page and Stone.

**Vote: J. Brandt yes**

 **E. Creighton yes**

 **K . Kilgore yes**

J. Brandt announced the following bid awards:
The approved bid recommendation for Earthwork, Exterior Improvements and Utilities was to Lupoli Excavators, LLC of North Hampton, in the amount of $323,490. The paver and landscape bidder suggested was Landwright, LLC. In the amount of $25,935. This has no effect on the GMP.

The approved bid for Concrete Form Work was awarded to Mas-Con Corp of Laconia, New Hampshire in the amount of $35,000. This has no effect on the GMP.

The approved bid for Plumbing and Mechanical was awarded to LDG Corporation of Pembroke, New Hampshire in the amount of $380,000. This bid has no impact on GMP.

Special thanks extended to all the subs that bid the project. Keith mentioned that the process was well attended and there were a number of good companies to choose from.

J Brandt mentioned that a site walk for the abutters was in the works. Insuring safety is a primary concern. Date to be forthcoming.

* 1. **Advisory Committee**
	J Brandt lead the discussion as to the purpose and necessity of an advisory committee. S. Leonardi met with the director of the Greenland Library and their building committee. It was estimated that overseeing the project would require approximately 40 hours per week. This divided amongst several people would make it workable. Brandt explained that several very qualified community members have come forward to contribute their expertise in areas of design development, program management, construction, real estate, contracts, change order process, information technology and facilities management. All crucial components of the process and successful management of the building facilities and maintenance in the future.

Brandt asked that each community advisory committee member introduce themselves and provide a brief description of their background. The committee members are Michael Castagna, Lewis Roch, William Kibby and George Chauncey for facilities documentation.

**Motion:** E Creighton made a motion to appoint the following individuals to the Building Advisory Committee Mike Castagna, Bill Kibby, George Chauncey and Lewis Roch and J. Brandt be named Trustee representative for the building advisory committee.

 **Vote:** J. Brandt Yes

E. Creighton Yes

K**.** Kilgore Yes

1. **P ublic Comment Session** – Call-in Number 603-758-1447
John Salvastano suggested installing an on-site live construction camera to allow for a virtual construction tour. It was discussed and agreed that this was a good idea and should be further explored with regards to logistics and cost.
2. A ny Other Item that may legally come before the Board

**CIP**
E. Creighton discussed the CIP. Suggested that the trustees just state that a new library is in construction. The thought being that with the investment the community has made that other requests will be help off. This was discussed briefly and agreed. K. Kilgore will speak of the idea of a solar farm for all future town facilities.

K. Kilgore suggested that the committee members will be given access to bids, plans & project specification. Motion suggested by E. Creighton.

**Motion:** J Brandt made a motion that the construction advisory committee members be given access to the Bonnette, Page and Stone construction folder. Seconded by Creighton

**Vote**: J. Brandt yes

 E. Creighton yes
 K. Kilgore yes

1. Meeting Adjourned at 7:10 pm