

**North Hampton Public Library - Board of Trustees**

**Meeting Minutes**

**Zoom Only**

**Wednesday, September 16, 2020, 11:30 AM**

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt ABC Member: Michael Castagna

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 [nhpltrustees@gmail.com](about:blank) and *your email will be read aloud during the meeting.*

1. Call to Order by the Chair Kathleen Kilgore at 11:32 am.
2. New Business
3. **Project Financial Review and Submittal Procedures for Payment.**

Extensive discussion regarding the procedure for payments of upcoming submittals. Additional discussion on obtaining a final GMP budget so that a baseline can be established. Moving forward if there are change orders, savings or additional cost items this can be more easily determined. The budget will be in flux until all the subcontracts are awarded. Further, there may be changes to materials, mechanicals and methods that effect the budget. The final GMP will be issued as soon as all subs are selected.

The comingling of the bond, capital reserve and unappropriated funds balance accounts was discussed. It was agreed that further discussion with the town’s finance director, Ryan Cornwell, was needed as the methodology would be to use the bond and unassigned funds money first. Once an invoice/requisition is approved by the Trustees a formal letter of application for payment will be signed by the chair. Mike will also issue a letter as per his review and approval. The Architect, Doug Shilo of Lavallee Brensinger will need to sign off on the invoice as well. All documents to be submitted to Ryan and then presented to the town administrator/select board for approval and payment.

**Action:** K. Kilgore to contact and further discuss payment schedule/method with Ryan Cornwell.   
  
The Trustees were presented with an invoice, dated September 14, 2020 for pre-construction service by construction manager BPS (Bonnet, Page & Stone) in the amount of $3,500.

**Motion:** A motion to approve for payment the BPS invoice dated 14 September 2020 for pre-construction services in the amount of $3500.00 as per construction management agreement dated 14 April 2020 provided the performance bond is received was made by J. Brandt, seconded by K. Kilgore.

**Vote:** 3-0, unanimously agreed, passes.

The first requisition for project payment was also received and thoroughly reviewed by the trustees and building committee advisor Michael Castagna. The amount due, $58,053.31.

**Motion**: K. Kilgore made a motion to authorize the payment of the BPS requisition number 1, dated 15 September 2020 in the amount of $58,053.31 once the performance bond is received. Seconded by S. Leonardi.

**Vote:** 3-0, unanimously agreed, passes.

1. Bid Recommendation(s) Review and Approval(s)  
     
   The trustees selected the contractor bids as recommended by BPS and reviewed by M. Castagna for the following:

* Acoustical Ceiling Tiles: All-Bright Systems of Salem, NH in the amount of $55,900. It was noted that this could potentially result in a project savings of $2000.00  
    
  **Motion**: J. Brandt made a motion to accept the bid recommendation made by BPS and award the ACT contract to All-Bright Systems of Salem, NH in the amount of $55,900. Seconded by K. Kilgore.

**Vote:** 3-0, unanimously agreed, passes.

* Flooring: Triform Floor Covering of Hempstead, NH in the amount of $62,999.99. It was noted also, that there in a potential savings of $1450.01.   
    
  **Motion**: J. Brandt made a motion to accept the bid recommendation made by BPS and award the Flooring contract to Triform Floor Covering in the amount of $62,999.99. Seconded by K. Kilgore.

**Vote:** 3-0, unanimously agreed, passes.

1. Any Other Item that may legally come before the Board

None at this time

1. Next Meeting / Adjournment

Next meeting will be the regularly scheduled meeting for the month of October. Meeting adjourned at 1 pm.