

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

**Meeting Agenda**

**North Hampton Town Hall**

**Thursday, April 23, 2020**

**5:30 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt

Alternate: Emily Creighton

Guest Speaker participating remotely:

 Ron Lamarre, AIA, ALEP, ALA, LEED® AP BD&C, Design Principal, Lavallee, Brensinger Architects

 Keith McBey, President, Bonnette, Page & Stone Corp

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1. **Call to Order**

Chair, Kathleen Kilgore called the meeting to order 5:35 pm. Special thanks to zoom participants listed above. Pledge of Allegiance. Request for public comment made by chair by phoning into 603-758 1447. There was a call for public comment early in the meeting and it was stated that another opportunity at the end of the meeting would be available.

Note: The seating configuration in the meeting was due to the positioning required in order for the Chair to better manage the system running the Zoom meeting.

1. **Old Business**
	1. **Approval of Meeting Minutes
	Motion**

Motion to accepted meeting minutes of 3-30-2020 made by Susan Leonardi, seconded by Kathleen Kilgore.
**VOTE**: Unanimously agreed. 3-0

* 1. **Strategic Plan**

Kilgore emphasized the need for the finished strategic plan. When looking at grants this is something that may be requested. Susan Grant commented regarding the current plan and modifications made to date. She did present an example from the Kensington Library’s Strategic plan and will provide the trustees with information regarding “planning a strategic plan when you don’t have a budget.” Grant indicated that this is something we should work on in light of the new library project. K. Kilgore agreed that it should be completed. J Brandt also agreed that should be completed using what the trustees have been working on to date. S. Leonardi commented on how online services in light of Covid 19 can now be incorporated into the plan. Some additional services such as job fairs in the community for local businesses, a food bank pick up center and other changes in services were among the examples discussed. It was discussed and agreed that the work session in May 13, be dedicated to just the strategic plan. Susan Grant to assign sections to trustees. S. Grant to provide guidance and assignments.

* 1. **Banner / Sign for New Library Project**

K. Kilgore discussed the community thank you banner a proposed 3 by 10-foot banner with a cost of $72 plus shipping. Frank Ferraro did offer to lend metal stakes to assist in hanging the signage. As for the design, it was discussed and agreed that Erin take a look and suggest a layout. Another banner showing the building was also suggested.

1. **New Business**
	1. **Appropriation Review and Letter from NH DRA dated 4-17-2020**
	The DRA’s resolution of the 10% budget overage was by Chair Kathleen Kilgore into meeting minutes. Please see attached in minutes. Discussion followed: The state has made the decision. K Kilgore thought it was a good decision for the community. It was stated by J. Brandt that this was a straightforward decision. Select Board made a recommendation to pay down the bond in their meeting early in the week. This was noted by the trustees.
	2. **Ron Lamarre, LBA Presentation – New Library Plan**
	R. Lamare made a presentation on the progress for the new library. Bond to be negotiated for the July sale. He stated that, hopefully we will have eager contractors. Currently working closely with the civil engineer. Site survey was received last week. Site plan underway. Met with Susan and staff. Site plan was shown on screen. Essentially, the design was taken from the current design and then flipped it. The 2013 ideas were presented layout will reduce the amount of asphalt. Building would be brought to the street (campus plan) creating a nice outdoor space. New parking is planned for the back of the property. From the existing parking lot there will be in and it is two-way traffic. From the back parking lot there are handicapped spaces, entry door that can also be utilized for deliveries. Sixteen (16) additional parking spaces will be created.

Septic system is currently being designed with the possibility that it can be linked to the expanded system that is already designed. Building up grades to avoid the ledge was discussed. Location of the building with regard to distance from Atlantic Avenue will be approximately 32 feet. A similar distance was kept from Alden Avenue. Goal is to keep as many trees possible. K Kilgore commented on the quality of the trees which are pine trees . Suggested that new trees be planned in the future in the appropriate way. It was suggested that the stone walls should be left untouched and not taken down. It was suggested and Ron agreed to bring in an arborist.

Library interiors. There are now complete construction documents. The main vestibule, main lobby, new business center will be used as a meeting room and will be open when the library is closed. Also, an additional meeting room has potential to be open when library is closed. There in now a large program room. A door in the back of the property will be for deliveries and passage of equipment. The meeting room has locked storage. Afterhours rest rooms would be accessible. Community space available when the library is closed was emphasized. Design is flipped from library expansion plan. Circulation and staff desks will be in position to see patrons. There are walls that could be used as an extension of art gallery. Now there is one big large area for collections. Window wall area, café with counters. All existing walls from the expansion plan do not exist in new plan. There is much more glass and a fireplace in the adult space. Two ways to get into the children’s room. Teen space and activity collection space is now visible. Outdoor space next to Atlantic Avenue shown. A Senior rooms was discussed as well as a staff room meeting room space, director’s office and teen activity space. New plan has better insulation. There will also be all new windows lending to better energy efficiencies. Building has a pitched roof over the entire area and a gable roof in the front. It was noted that the overall project became much simpler as there is no need for phasing. Ron commented that construction will be a lot quicker. S. Grant commented on how the business center is also going to be able to double as another meeting space. There will be 3 meeting spaces available after hours. S. Leonardi inquired about an updated set us drawings expected by the end of the week. Targeting May 1 for the survey completion. Erin is the civil engineer and is finalizing drainage and getting DES to respond for septic design. DES still doing a good job considering the Covid 19 protocols. Goal for planning board presentation is for the June meeting. Construction expected to begin mid to end of June.

1. **Keith McBey, BPS Review of Project, Timeline & Bidding Process of Project**
Keith expects sending plans out to bid the following Monday, May 18. Two week bid period June 2.There will be a walk through primarily for sitework contractors week of May 25. Following that permits will be submitted and a ready week to organize the final price document. From there the project is expected to begin in or around July 4. Ron indicated that the site plan is not going to change. It was suggested that some steaks could be placed into the ground to mark the perimeter of the structure. Keith agreed to set posts. K. Kilgore wanted McBey to go through the bid process for the public.

Advertising will go out to local papers or statewide papers. Some entities have some newspaper advertising for example Dodge Reed construction data construction summary of NH. Postings at print shops Infinite Imaging & Signature Imaging will also be made. Web-based management system information will be on site reaching hundreds of contractors. Bids are then collected, organized and then reviewed to ensure that the manpower is available, the company financially sound to perform the job and has quality references.

Bid recommendation for each specific potion of the bid will then be compiled. These can and will include: preferred contractors/local contractors or familiar with town buildings executing contracts. Minimums of three subs for each discipline/divisions will be submitted. There’s a detailed schedule that will go out with the bid package. This is being finalized the first part of the week.

Construction process and how the board is informed and will work was discussed. Day to day communication is expected. Also, monthly reports that details schedule and health of the project. For example, discussion about the critical issues. Ledge used as an example of what potential issues are going to be. Status of contingencies and buy out discussed. Photos for a record of the project. Important site safety and logistic plan Identifying staging security access etc. how it works best . How to handle site access. Susan Leonardi created a power point presentation of the process and included a timeline of how BPS was selected. See library web site. Emphasis on keeping the community informed.

J. Brandt asked McBey to briefly detail the division that were to be bid to demonstrate the complexity and depth of the bidding process and the number of subcontractors potentially involved. Divisions include but are not limited to: Sitework, landscaping, concrete formwork, flatwork, structural steel, miscellaneous steal, rough carpentry-- framing and sheathing, finish carpentry -- exterior and casework and cabinetry, roofing, caulking, insulation , windows, glass, siding, finish, gypsum, tile, flooring, carpet, painting, plumbing mechanical and suppression. McBey indicated that they could come to the site to do a pre bid effort if necessary.

Additionally, insurance certificates for all $10M, performance and payment bonds will be provided for any and all vendors.

1. **Review / Approval of Updated Agreement with BPS dated April 14, 2020**

Susan Leonardi presented the new contract with Bonnet, Page and Stone. This was necessary in that this is a new library. Steve Bennett, town council, reviewed the contract and made suggestions for edits. Board not quite ready to approve the document until edits are incorporated. Edits to be made and then a completed document to be signed. Keith McBey to make adjustments. There are a couple of sections page 8 surveys technical engineer -- Ron is providing those. S. Leonardi questioned whether the rate for the construction manager can be negotiated? J. Brandt said that it would be reasonable to ask.

1. **Approval of Lavallee Brensinger Architects Invoice**Invoice 14060 dated 4-11-2020 $ 26,092.95

**MOTION:** J. Brandt made motion to accept and pay, seconded by K. Kilgore **VOTE**: 3-0.

1. **2016 Town Charrette Payment $ 5,000**Back 2016 the cost of the Charette for the town campus plan design was paid for out of Library Capital Reserve Fund. Ryan Cornwall has been researching this as he and the town manager were not involved in the process. No authorization has been found for the Library Trustees of the past. Town is working on the research of the issue. No meeting minutes were found town to reconcile it with the town. We were part of that project... not necessarily the full amount., S. Grant June of 2013. Everyone was going to pitch in for the plan. Total cost of the Charette was unknown at the time. Waiting on recommendation form Ryan as to how this will be reconciled.
2. **Building Committee**

Original building committee members: Susan Leonardi read names of former committee and suggestions. Town hall committee mission statement was read. It was discussed that committee should be advisory. J. Brandt to draft expectations of building committee members. There was discussion on the of size of committee ranging from 3-5 member and that this must be an open process.

1. **Updates**Susan Grant provided updates on current events and programs. Virtual programming has never been done before but is going to be attempted for the community. Liz: Virtual programing will be attempted and schedule can be found on the library web site. Many of the speakers were interested in participating through this new medium. It is important to continue to serve the patrons as best as possible during this time.

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

The Board reserves the right to take action on any item relative to the prudential administration of the

Library’s affairs, which circumstances my require.

**Emily:** Reiterated DRA solution. Perfect solution and shows how well government works. Saved all the warrant articles which is great for the community. Everyone in town government is addressing the issue so that is does not happen in the future.

As for the bond issue, Mike Tully and Ryan Cornwall were thanked for being proactive.

**Building.** Federal money for building of the new library could be researched. Action Item. Presentations from architect and construction manager were great. Web site should have the images. She also suggested having things posted at post office and rite aid.

**Public comment:**

Frank Ferrero, Post Road: Emily good suggestion on the question on the displays. Regarding the building committee: Don’t want a committee doing that. Suggested a volunteer manager of the works. They would Interface on frequent basis. Need an information officer as well. And a third person might have an accounting of finance background to the pass on invoices.

Two fireplaces. Gas log fireplaces. Will be source of heat loss. One that’s adjacent to the children’s area may be a safety risk as well.

Town calendar planning board is only meeting one per month. Must request public hearing. Request before the planning board. Kathy to take action on. Ask us to be scheduled on the PB agenda.

**Adjournment. 7:40 pm**