

**North Hampton Public Library
Board of Trustees
Working Session**

**Date: 2019 October 30, 6:00 pm
Location of Session: North Hampton Public Library
Meeting Not Recorded by Video**

Attendees:

Chair: Susan Leonardi
Treasurer: Jacqueline Brandt
Secretary: Kathleen Kilgore
Library Director: Susan Grant

Not In Attendance:

Assistant Library Director: Liz Herold

Alternate: Emily Creighton

Disclaimer – These minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Board of Trustee.

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

**Board of Trustees Working Session
Public Attendance**

1. The meeting was called to order at 6:07 pm by Susan Leonardi
2. Lavaliee Brensinger Invoice and Update

Motion: I make a motion that we approve payment to be issued to Lavaliee Brensinger for invoice 13376 10-15-2019 \$ 15,625.00.
Made by: Kathleen M Kilgore
Seconded by: Susan Leonardi
Vote: 3-0

Motion: I make a motion that we approve Lavaliee Brensinger's Amendment No 1 to Project 13-020-00 dated October 9, 2019 for \$ 5,800.00 for Site Survey Services.
Made by: Kathleen M Kilgore
Seconded by: Jacqui Brandt
Vote: 3-0

Motion: I make a motion that we approve Lavallee Brensing's Amendment No 2 to Project 13-020-00 dated October 10, 2019 for \$ 4,500.00 for Site Permitting Services.

Made by: Kathleen M Kilgore
Seconded by: Jacqui Brandt
Vote: 3-0

3. Any Other Business

4. Adjournment at 6:30 pm by Susan Leonardi

Appendix of Additional Documents to Meeting Minutes (for reference):

Agenda

Lavallee Brensing Invoice 13376 10-15-2019 \$ 15,625.00
Lavallee Brensing Amendment No. 1 dated 10-09-2019 \$ 5,800.00
Lavallee Brensing Amendment No. 2 dated 10-10-2019 \$ 4,500.00

DRAFT

**North Hampton Public Library
Board of Trustees
Working Session Agenda
North Hampton Public Library
Wednesday, 30 October 2019
6:00 pm**

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

The North Hampton Public Library Board of Trustees will be present at the North Hampton Public Library, Atlantic Avenue, North Hampton NH on Wednesday, October 30th, 2019 beginning at 6:00 pm for a work session.

1. Call to order
2. Lavallee Brensinger invoice and update
3. Any other business
4. Adjournment

LAVALLÉE BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
Manchester, NH 03101

Susan Leonardi
North Hampton Public Library
237A Atlantic Avenue
North Hampton, NH 03862

Project No: 13-020-00
Invoice No: 13376
Customer PO #

Invoice Total: \$15,625.00

Project 13-020-00 North Hampton Public Library
Professional Services from September 1, 2019 to September 30, 2019

Task 150 2019 Basic Services

Fee Billing Phase Percent Complete Fee Earned Previous Fee Billing Current Fee Billing

Billing Phase	Phase Fee	Percent Complete	Fee Earned	Previous Fee Billing	Current Fee Billing
Schematic Design	50,000.00	100.00	50,000.00	50,000.00	0.00
Design Development	62,500.00	100.00	62,500.00	46,875.00	15,625.00
Construction Documents	80,000.00	0.00	0.00	0.00	0.00
Procurement Phase	7,500.00	0.00	0.00	0.00	0.00
Phase II - Construction Phase	50,000.00	0.00	0.00	0.00	0.00
Total Fee	250,000.00		112,500.00	96,875.00	15,625.00

Total Fee 15,625.00
Total this Task 15,625.00

Billings to Date Current 15,625.00 Prior 96,875.00 Total 112,500.00
Total this Invoice 15,625.00

Project Outstanding Invoices
Invoice Number 13261
Invoice Date 9/13/2019
Balance Due 31,250.00
Total 31,250.00

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Please note, any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal rate prevailing from time to time.