

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

Date: 2020, January 2, 2020 5:00 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
Alternate:	Emily Creighton

Invited Guest Ron Lamarre

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

A. The meeting was called to order at 5:05 pm by Susan Leonardi

B. Old Business:

a. Budget Committee Presentation Materials

b. Planning Board Notification

Action Item: Kathleen to send communication requesting to meet with Planning Board on February 4, 2019 during the monthly meeting.

c. Update on Library Project – Ron Lamarre

MS4 – Our Civil Engineer has reviewed all the MS4 requirements for this project and all requirements will be met. It should be note however, our Civil Engineer also had a conversation with a representative in the Town Planning & Zoning Administration about the MS4 requirements and was told MS4 requirements do not apply in this project.

Reviewed changes to project plan.

C. New Business:

- a. Warrant Article
- b. Flyer/Mailer
- c. Invoice –

The board viewed Lavallee Brensinger Architects most recent invoice, Invoice 13608 dated December 12, 2019.

Motion made by Jacqui Brandt to approve and request the Town to issue payment for Invoice 13608 dated December 12, 2019 for \$ 29,800.00.

Seconded by Emily Creighton

Vote: 3-0

- *Note Kathleen Kilgore arrived late to meeting, Emily acted as Trustee during discussion, motion and voting*

- d. Review Town Calendar Dates

1-10-2020 – Filing deadline for Citizen Petition to Select Board which includes a bond

D. Other Items

- a. Briefly discussed depositing the \$ 100,000.00 funds into People's Bank in order to take receipt of the \$ 100,000.00 matching funds as voted by the Legislative body in the March 2019 Warrant.

E. Public Comment

No comments

F. Correspondence

Correspondence from Chair of Budget Committee

Email Letter dated 12-20-2019 from Atty Derek Durbin to Select Board

G. Next Meeting Date / Adjournment at pm

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

Agenda

NHPL Postcard

NHPL 12-10-2019 Expansion & Renovation Project Presentation Package

Chair, Budget Committee – Email Dated 12-20-2019

Budget Committee Correspondence Document

BudCom discussion to reduce the Town Proposal dated 12-16-2019

Expenditure Budget FY21 Default-rhs-3.xls (not include due to size of file, copy can be requested)

CIP21-26 Final (not included due to volume of file, copy can be requested)

Budget Committee Schedule

Budget Committee Agenda for January 6, 2020

Lavallee/Brensinger Architects – Invoice 13608 12-12-2019 \$ 29,800.00

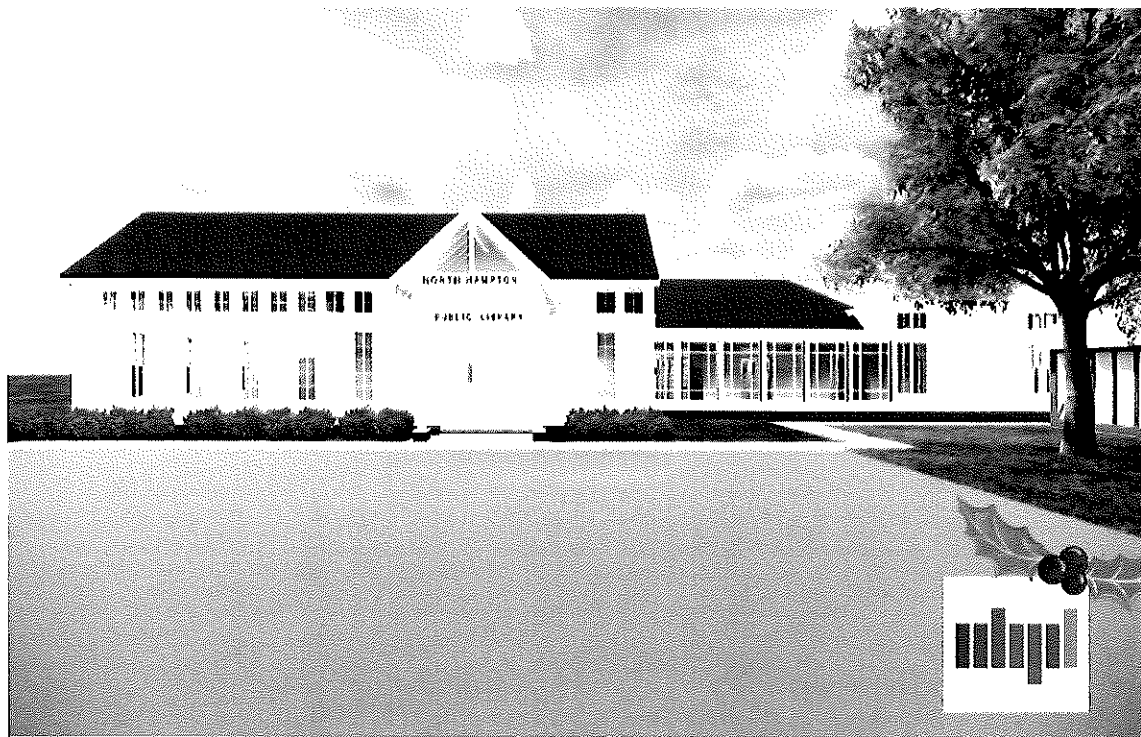
Email Letter dated 12-20-2019 from Atty Derek Durbin to Select Board

**North Hampton Public Library
Board of Trustees
Work Session
North Hampton Public Library
Thursday, January 2, 2020
5:00 pm**

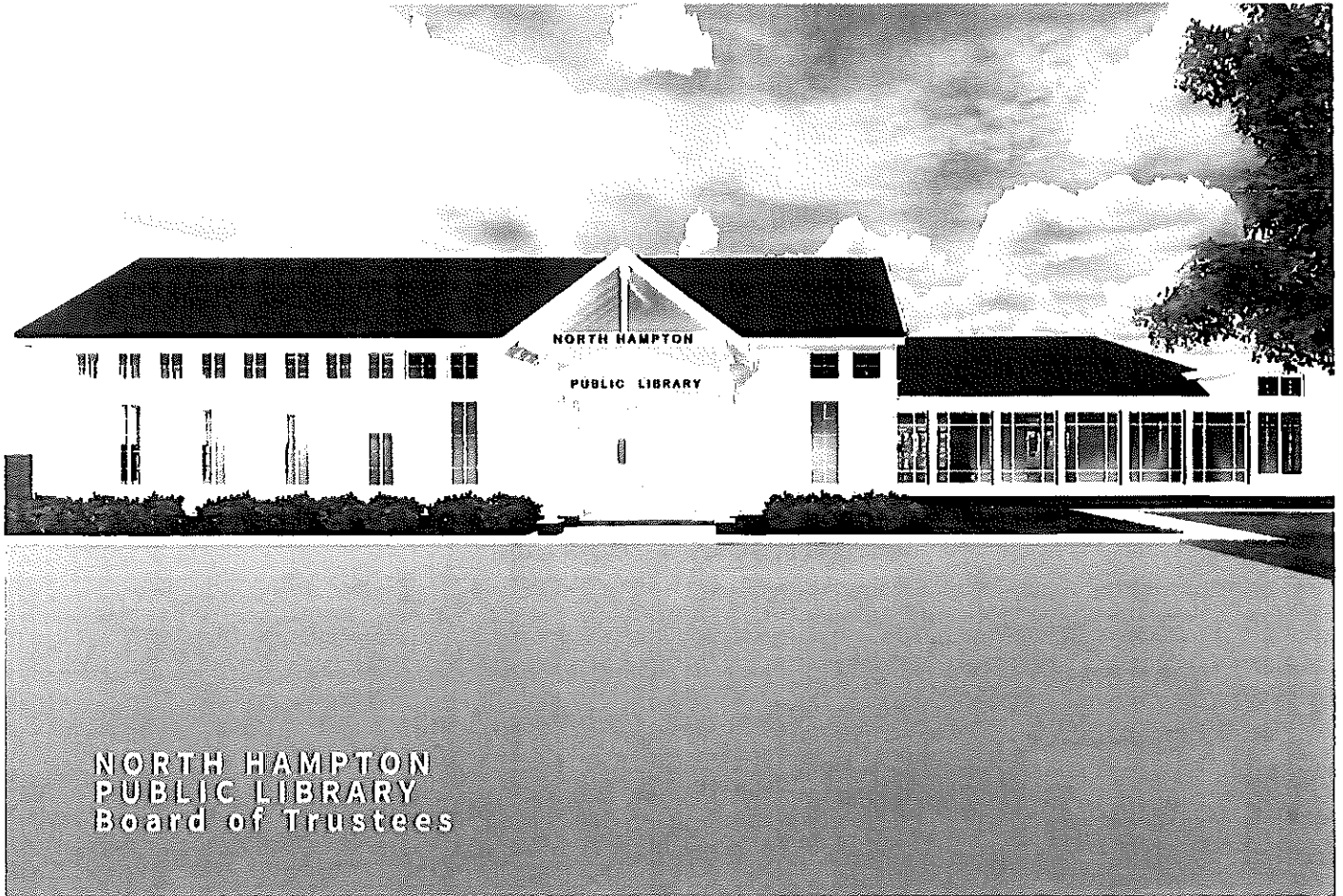
Chair: Susan Leonardi
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Agenda:

- A. Call to order
- B. Old Business:
 - a. Budget Committee Presentation materials
 - b. Planning Board notification
 - c. Update on library project - Ron Lamarre
- C. New Business:
 - a. Warrant article
 - b. Flyer/Mailer
 - c. Invoice
 - d. Review Town Calendar dates
- D. Other items that may come up before the Board
- E. Public Comment
- F. Correspondence
- G. Next meeting date/Adjournment



Happy Holidays | 2019



P r e s e n t s

Expansion & Renovation PROJECT



CONTACT:

North Hampton Public Library
237A Atlantic Avenue | 603.964.6326

DATE:

12 | 10 | 2019

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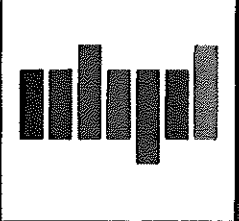
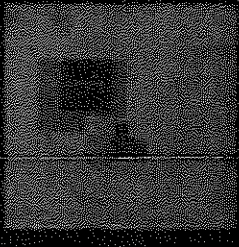


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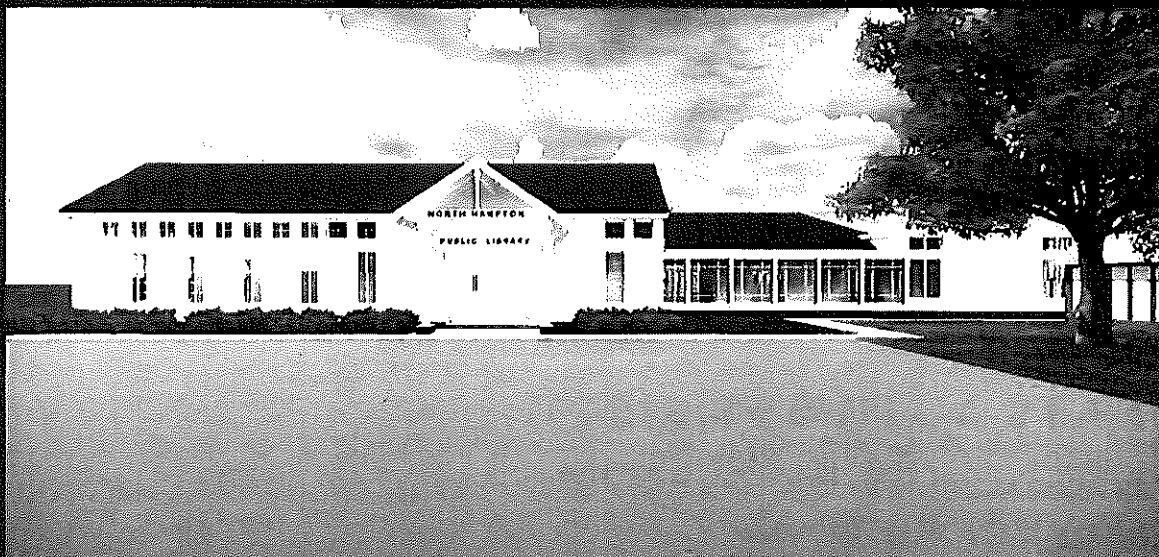
FAQs.....20

EXECUTIVE SUMMARY

NHPL EXPANSION AND RENOVATION 2020

The Library Board of Trustees began planning in 1996 for a solution to the ever-increasing restrictions on the Library's ability to meet its present and future needs. Over those years, there were several combined attempts to construct a Town Campus which included a new library, but those attempts failed to achieve the required 61% voter approval.

After listening to voters' feedback at town elections and surveys, the Library Trustees have developed a separate, detailed plan for the expansion and renovation of the current Library building, a practical alternative which will serve the community for decades to come.



This new plan involves wrapping a 5,000 square-foot, single-story addition around 3 sides of the existing building. This approach saves the still-structurally sound facility (exterior load-bearing walls) and more than doubles the size of the Library to 10,625 square feet while keeping operating costs at current levels. The expansion and renovations will be phased to allow the Library to remain operational during the construction process.

This plan also eliminates the need to purchase land and the cost of building from scratch on a new site. Again, this design takes advantage of key elements that already have been improved or replaced with Capital Funding allocations approved by voters in recent years, including the roof, ceiling lighting, parking lot, etc.

We are grateful voters have supported every request for funds raised by taxation for a Library Capital Reserve Building Fund and for the library patrons that have given generously to the Library, Friends and Foundation.



North Hampton Public Library
July 10, 2019

Site Acquisition and Fees	TBD	Notes
HAZMAT Disposal	TBD	\$0 None known
Hazardous materials identification, testing, removal		\$0 None known
Financing costs		\$0 TBD
Insurance Fees		\$0 Included in CM Costs?
Legal Fees + State Fire Marshall Fees		\$5,000
Site Permitting Costs (Planning BD and DES)		\$10,000
Site Permitting Fees (Site Specific - AOT)		\$0 not required
Construction Permit		\$0 assumed to be waived
Power company back charges		\$25,000 UG Power Service
Utility Impact Fees (sewer)		\$0
Water Meter Fees		\$1,000
Other Permitting Fees	TBD	\$0 assumed as not required
Other Local Fees	TBD	\$0 assumed as not required
Subtotal		\$41,000
Site Data		
Site Survey		\$0 by Owner - existing
Geotechnical investigations post vote		\$12,000
Phase I Environmental Site Assessment	TBD	\$0 assumed as not required
Wetlands Mapping	TBD	\$0 assumed as not required
Subtotal		\$12,000
Architectural/Engineering Design Fees		
Architectural/Engineering Basic Services Fees		\$250,000
A/E Reimbursable expenses (estimate)		\$17,500
Permitting Related Engineering Services	TBD	\$0 assumed as not required
Other Fees	TBD	\$0
Subtotal		\$267,500

Independent Consultants (additional to A/E Fees)

Acoustic Consultant	\$0 assumed as not required
Technology Consultant	\$0 assumed as not required
HAZMAT Monitoring and Bid Docs	TBD \$0 not required
Subtotal	\$0

Furnishings - Equipment - Technology

Furniture and Equipment -reusing items for future replacement	\$75,000
Specialty Equipment	\$0 assumed as not required
Other	\$0 assumed as not required
IT / AV Systems -reusing items for future replacement	\$50,000
Security Management System	\$35,000
Relocation Budget	\$40,000
Subtotal	\$200,000

Subtotal Soft Costs

	\$520,500
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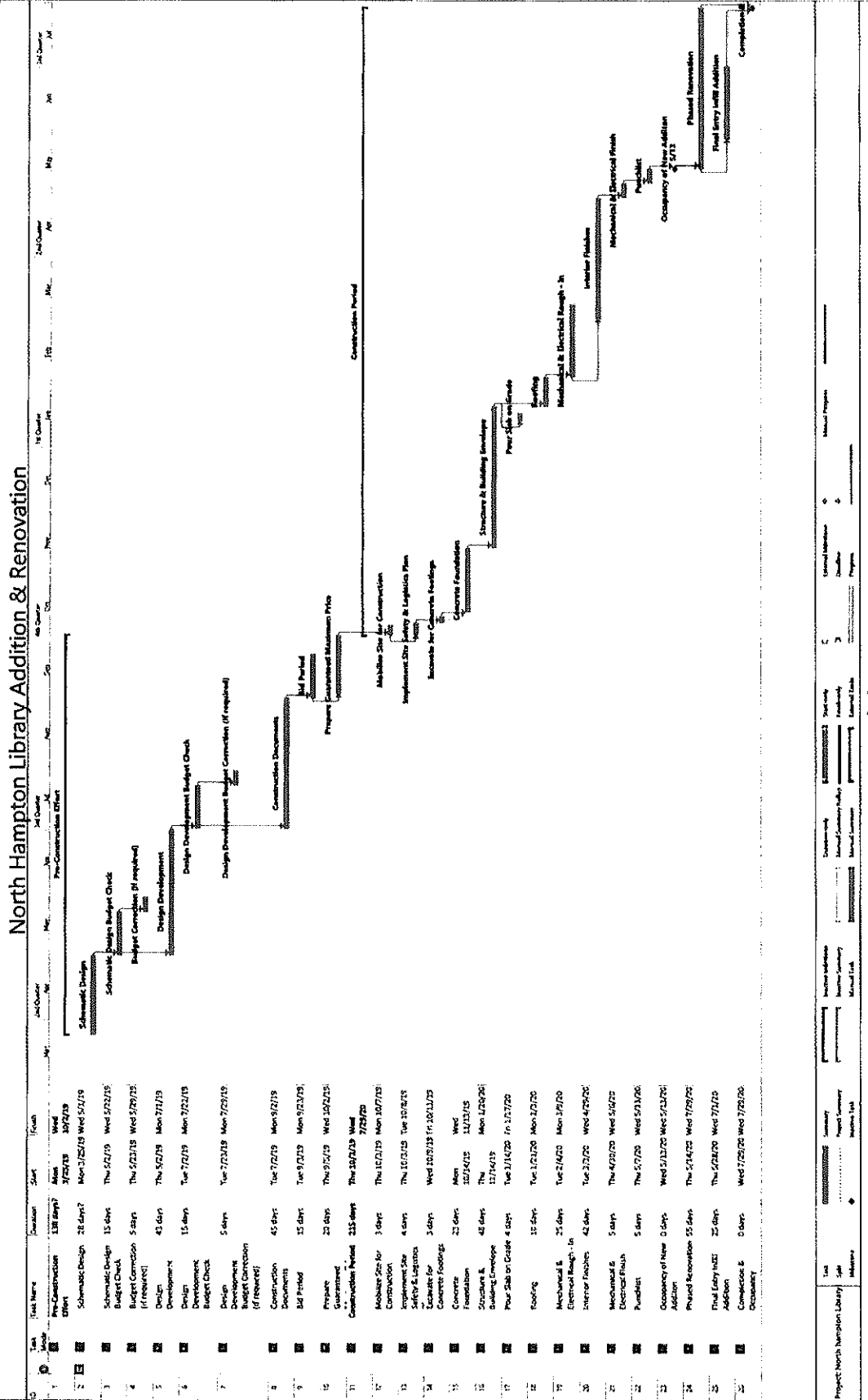
Construction Costs

Building Construction Cost	\$2,607,000 GMP by CM**
Construction Contingency = 5%	\$130,350
Performance Bonds	\$0 included
CM Fee	\$0 included
Inflation= 5%	summer 2020 \$130,350
Subtotal Construction Costs	\$2,867,700

Rebates through Utility Company(s)	TBD \$0
Construction Inspection & Testing	\$0 included in GMP
Owner Contingency	TBD \$50,000
Total Project Estimate	\$3,438,200

Not-to-Exceed Budget

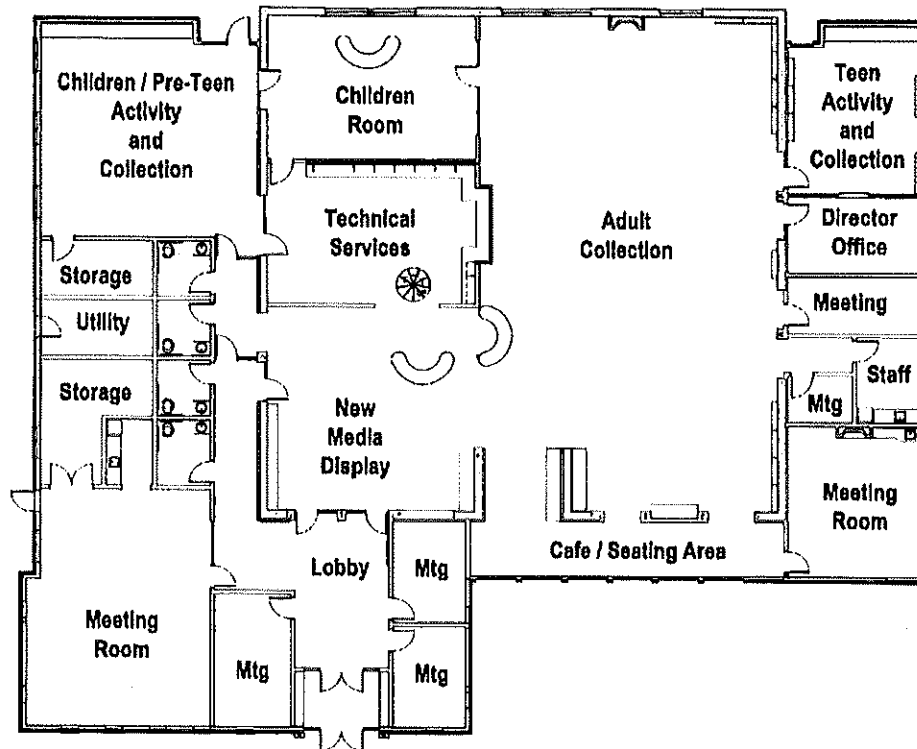
North Hampton Library Addition & Renovation



Task	Summary	Project Summary	Baseline Task	Baseline Address	Start Only	Linked Milestone	Milestone Progress
Project: North Hampton Library	Summary	Project Summary	Baseline Task	Baseline Address	Start Only	Linked Milestone	Milestone Progress
Task	Summary	Project Summary	Baseline Task	Baseline Address	Start Only	Linked Milestone	Milestone Progress
Task	Summary	Project Summary	Baseline Task	Baseline Address	Start Only	Linked Milestone	Milestone Progress



KEY FEATURES: FLOORPLAN



- A well-equipped Program Room for up to 80 people.
- A Conference Room for up to 16 people with video conferencing capabilities.
- Three Meeting/Study Rooms for smaller group meetings available to community members, organizations, businesses, and other groups with access after hours.
- ADA compliant entrances, restrooms, and aisles.
- Larger Children's Room with adjoining Activity Room and Pre-Teen collection and activity area.
- New designated Teen/Young Adult Room.
- Expanded Adult Room with tables and seating for reading and study -- and a cozy fireplace.
- Two Quiet Study Rooms for tutoring sessions, individual study, business phone calls or client appointments.
- Comfortable Lounge seating area with a self-serve Café.
- Outdoor Patio
- Increased display space for art exhibits, new books, media, etc.
- Computer stations, WiFi, laptops for use at the Library, increased charging stations.
- Expanded, more functional staff workspaces.
- Dedicated storage areas.
- Wireless, high-speed Internet and flexible computer access

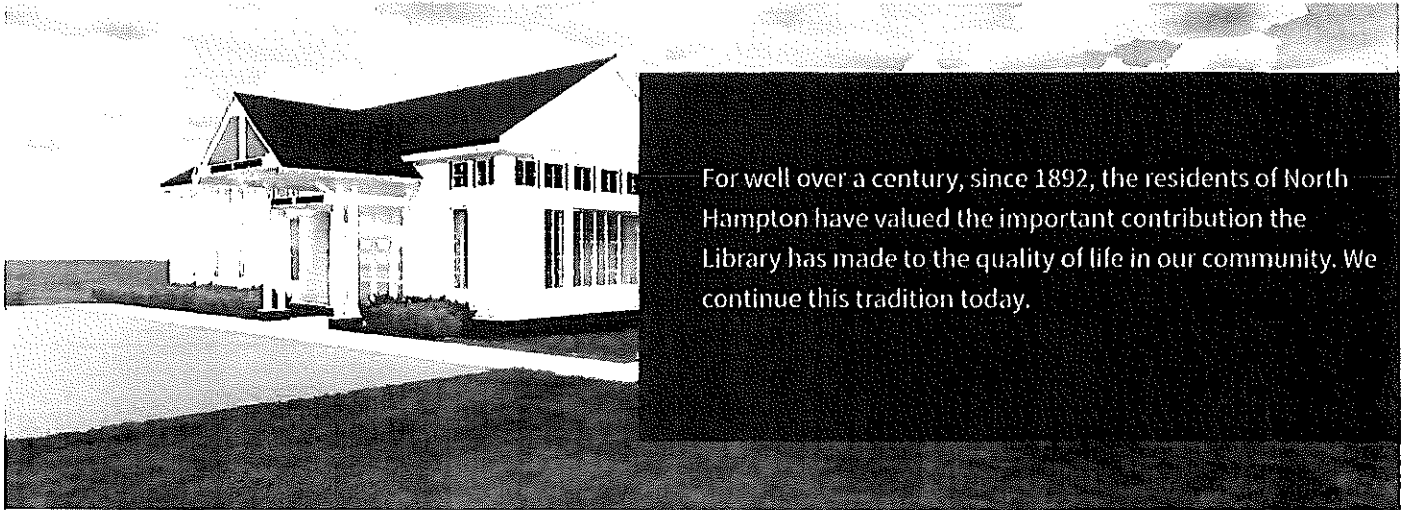
COST & PROJECT SCHEDULE

The need for a modern, larger, comfortable and functional Library has been widely recognized in the community for many years. The proposed renovation and expansion project is a partnership with the Town of North Hampton, a combination of public funding and donations from a variety of private sources. This is a common and successful collaboration in many New Hampshire and New England towns. The advantage is two-fold: it reduces taxpayers' share of the costs, and gives willing benefactors the opportunity to give back to their community and to create a meaningful legacy for future generations.

The Architects Lavallee Brensinger and Construction Managers Bonnette, Page and Stone, who oversaw the North Hampton School renovation project in 2013, have provided a maximum price (GMP) for the expansion and renovation project of \$3.5 million including site development, landscaping, renovation, construction, furnishings, equipment, and fees. Funding is to be shared between private contributions raised by the Library and a bond expected to be presented to voters for approval in March 2020. The library has approximately \$1.1 million for the project that has been raised through warrant articles and private donations over the past 20+ years. The remaining \$2.4 million bond reflects a reduction of a combined \$1.1 million, including \$300,000 already raised by the Library and Foundation and \$800,000 held in the Library Capital Reserve Building Fund. The tax impact will be approximately equivalent to \$0.17 per \$1,000 of assessed value or \$85 on a \$500,000 property.

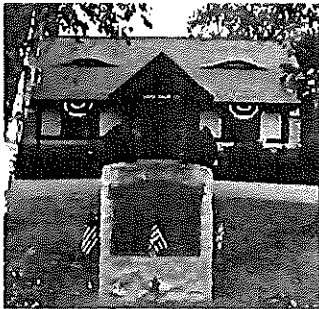
LIBRARY WARRANT ARTICLES

- 2006 – Established Library Capital Reserve Building Fund. Warrant article approved for \$50,000 with matching funds from donations
- 2007 - Warrant article approved for \$50,000 in Library Capital Reserve Building Fund, with \$50,000 matching funds from library donations.
- 2008 - Warrant article approved for \$50,000 in Library Capital Reserve Building Fund, with \$50,000 matching funds from library donations.
- 2010 - Warrant article approved for \$50,000 in Library Capital Reserve Building Fund, with \$50,000 matching funds from library donations.
- 2013 – Warrant article approved for \$50,000 in Library Capital Reserve Building Fund
- 2017 – Citizen's petition warrant article approved for \$75,000 in the Library Capital Reserve Building Fund
- 2019 – Voters approved \$100,000 warrant article with \$100,000 matching funds from library donations
- 2019 – Citizen's petition approved for \$375,000 to be placed in the Library Capital Reserve Fund from unassigned funds.



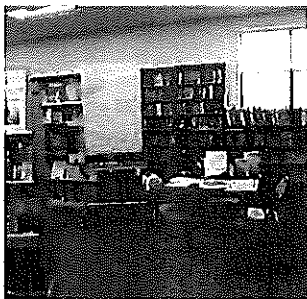
For well over a century, since 1892, the residents of North Hampton have valued the important contribution the Library has made to the quality of life in our community. We continue this tradition today.

North Hampton Public Library



Initially housed in the southwest corner of the Town Hall, by 1895 it was determined that a separate building was needed and a Board of Trustees was appointed to consider a "free public library."

By January of 1908, the "Stone Building" was completed and used as the town's library for the next 65 years. In 1973, the Library moved to a newly constructed building that was intended at the time to fill a 20-year need.



For the past 46 years, the North Hampton Public Library has steadily evolved to offer additional materials, programs, and services to keep pace with changing technologies (many not even imagined in the 1970s), and the diverse needs and interests of a growing population. But the size of the current Library has not.



When the Library opened in 1973, the North Hampton population was about 3,260. Since then the town has increased to approximately 4,456 residents, and the NH Office of State Planning predicts it will grow to 4,911 by 2025.

Learn more at <https://www.nh.gov/os/data-enter/documents>

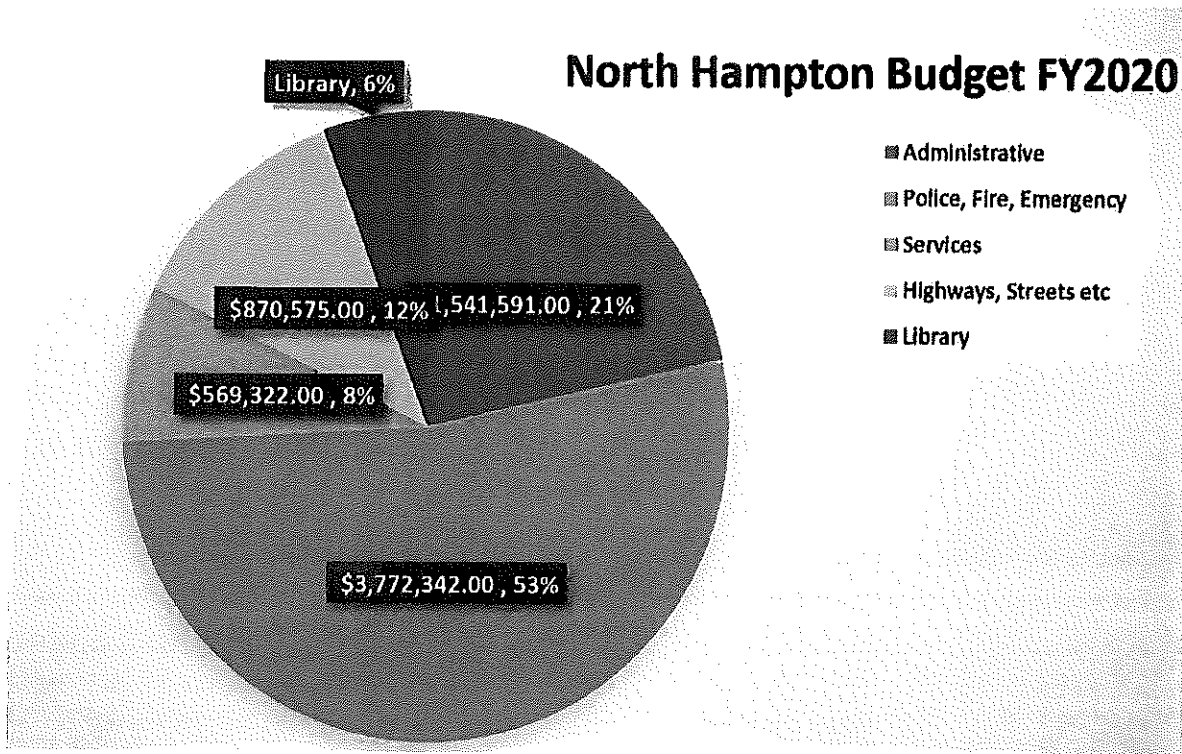
ABOUT

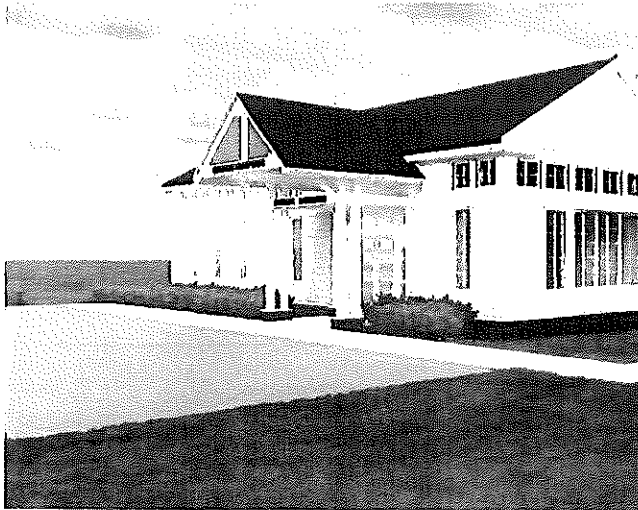
The North Hampton Public Library is governed by a group of citizens to whom the library is entrusted. Three volunteers, elected by voters, each serving 3-year terms as the Library Board of Trustees. There is a Library Director, and two other full-time staff members, and six part-time employees.

FUNDING

The library is a town entity and as such, like most New Hampshire towns, the lion's share of the operating budget (\$394,870 in 2019) is derived from the town budget. Other financial support is derived from various sources: grants and contributions from private donors, copier use, book sales, and your donations to the Friends of the Library.

New Hampshire libraries are supported by the taxpayers in their cities and towns. Unlike other states, there is no state library funding for our libraries. We receive some funding from the Institute of Museum and Library Services that supports New Hampshire's Interlibrary Loan (ILL) service. Our library is a small percentage (6%) of the town's budget and your overall taxes.

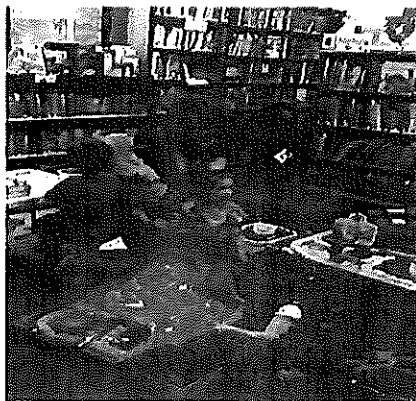




Read more about the Town of North Hampton in our Annual Report : https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/north_hampton_2018_tr_web_cc.pdf

A Sampling of Library 2018 Statistics & Services

- The Library serves the entire community of 4,600 residents encompassing all ages.
- The Library is open 6 days a week, 45 hours/week -- about 66 people visit daily, 1,600 monthly.
- Over 200 new people sign up for a Library card every year.
- Last year, the Library held 127 children's programs with 1,600 attending.
- Residents also checked out 5,000 movies, 11,618 children's books, 1,805 EBooks, 976 periodicals, 2,693 audiobooks, and 337 museum passes; another 3,358 used the Library's databases.

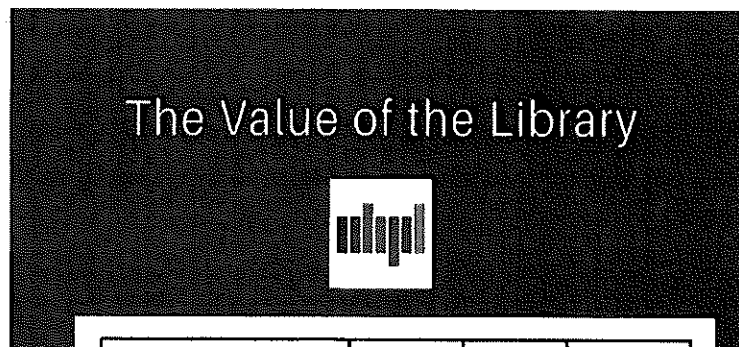


- Patrons used public computers 2,504 times. With an average of 200 visits per month, the Library is the **only** internet access for many in the community.
- The Library is a primary point for online access to free downloadable services for e-books, music, audiobooks, etc. as well as Mango Languages, Ancestry.com, Lynda.com and more.
- The meeting room was used 355 times by groups including the Energy Committee, RC Aces, PAL, the Dog Park Committee, and North Hampton Recreation Committee.
- The Summer Reading Program involves 80-100 children. Children ages 2-14 reported reading 575 hours last summer.

VALUE OF THE LIBRARY

These are just some of the services North Hampton Public Library provides to the community. In just 1-year library usage is estimated to save a patron can \$491.40!

[-http://www.ala.org/advocacy/library-value-calculator](http://www.ala.org/advocacy/library-value-calculator)



Library Service	Value of Service	Number per year	Value of your Use
Adult Books Borrowed	\$17.00	5	\$85.00
Audiobooks Borrowed	\$9.95	5	\$49.75
eBooks Downloaded	\$15.00	5	\$75.00
Magazines Read	\$5.00	5	\$25.00
Movies Borrowed	\$4.00	5	\$20.00
CDs Borrowed	\$9.95	5	\$49.75
Meeting Room Use (per hour)	\$25.00	1	\$25.00
Adult Programs Attended	\$15.00	2	\$30.00
Children's Programs Attended	\$7.00	2	\$14.00
Museum Passes Borrowed	\$20.00	2	\$40.00
Computer Use (per hour)	\$12.00	2	\$24.00
Database Searches	\$19.95	2	\$39.90
Reference Assistance	\$7.00	2	\$14.00
		Total	\$491.40

“Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation.”—Walter Cronkite

How we got here...NHPL Timeline

- Established in 1892, the library was first housed in the southwest corner of the Town Hall on Atlantic Avenue
- By 1895, it was determined that a separate building was needed, and a Board of Trustees was appointed to consider a "free public library".
- In January 1908 the new fieldstone structure was completed. This building remains today and has been repurposed to provide other town services.
- 1960s plans were developed to build a new and larger library.
- 1972, the town meeting voted for a new building to be erected on town land adjacent to the existing library. Since September 1973 the library has been in the building it now occupies.
- 1997 – Architects hired to submit plans for library expansion.
- 1999 a new library was included in the North Hampton Master Plan.
- 2001 the library hires Patience Jackson to conduct a needs assessment. Dennis Mires is hired to create a municipal complex plan.
- 2004, the Select Board requests the town to purchase land next to the library (aka the Homestead Property).
- 2006 Warrant article approved for \$50,000 with matching funds from donations to the library. Municipal Facilities Advisory Committee is appointed to survey town facility needs. Library "Long-Range Plan 2007-2010" developed several goals, with a new library facility to meet community needs at the top of the list.
- 2007- Library Warrant article creates a Library Capital Reserve Building fund and \$50,000 warrant article and with \$50,000 matching funds from donations to the library is placed in the newly established fund.
- 2008- \$50,000 Library Warrant article placed in the Library Capital Reserve Building Fund with \$50,000 matching funds from donations to the library. A detailed planning study was undertaken and reported by Patience Jackson. Updates the Needs Assessment and recommends the Trustees negotiate with the Select Board to plan and build a new library on the land next to the library (aka Homestead Property).

How we got here...NHPL Timeline

- 2010 - \$50,000 Library Warrant Article placed in Library Capital Reserve Building Fund with matching funds from donations to the library.
- 2011 - Plans for a Master Town Campus by Warrenstreet Architects.
- Nov. 2011 - Library Expansion Study Committee Presentation.
- 2012- Victor Azzi hired by Select Board to evaluate all town buildings. Recommends the library be built on the land next to the library (aka Homestead) before other buildings are built for a Town Complex. In May-June 2012, the Library Trustees hire Thomas Ladd, Library Building Consultant to create a Library Building Program.
- July- November 2012, Library Building Program created. Summer Several Community Listening sessions are held to inform and get feedback from the community. November 30th, the Trustees share CIP Presentation of the Library's Building Program.
- January 2013 - Library Building Committee launched.
- March 2013- Library Warrant article is approved for \$50,000 to be placed in the Library Capital Reserve Building Fund
- March to June 2013 - Trustees submit RFQ (request for quotation) to Architects and RFP (request for proposal) to Final Architects. 30- member Library Building Committee narrows down 5 to 2 final firms. Trustees and Library Building Committee select Lavallee Brensinger Architects.
- May 2013 Select Board meeting to re-request the vacant lot next to the library (aka Homestead Property) for a new library building. Select Board denies the Trustees request.
- June 2013 Town Charrette Process. Resident feedback renews interest in creating a comprehensive town plan. In August, Ricci Construction prepares Preliminary Pricing and Associated Costs Study. Lavallee Brensinger Architects, selected by the Trustees and Library Building Committee design the plan.
- Summer 2013, Library Trustees produce RFQ (request for quotation)/RFP (request for proposal) for a professional fundraising consultant. Three firms are interviewed and Opus Advisors is selected. In May, the New Library Capital Campaign begins interviews and presents a community feedback session.

How we got here...NHPL Timeline

- March 2014 – Town votes on bond for a Town Campus. Receives only 51% of the vote – needed 61% of the voters to pass.
- April 4, 2014 North Hampton Public Library and Cultural Center Foundation registered with the Town of North Hampton. June 28, 2014 – Library Day –Celebrate the Past, Invest in the Future event is held. July 23, 2014 – New Hampshire Charitable Trust status pursuant to Chapter 7 Sec 19 is received.
- November 2014 – Sally Gardner Reed, Executive Director for United for Libraries, a division of the American Library Association (ALA) workshop.
- December 8, 2014 – NHPLCC Foundation receives 501(c)(3) status as a Public Charity 170(b)(1)(A) (vi) from Internal Revenue Service
- February – April 2015 Capital Campaign Mailer is sent to the community
- Town Campus Advisory Committee report and recommendations are presented at the Select Board meeting on May 11, 2015. Committee offered several recommendations for the library including that it be a standalone building, built on the land next to the library aka Homestead property and no larger than 12,000sf. Library Trustees ask the town to design a new building on the vacant lot (Homestead Property) next to the library. Select Board decides to continue with the town campus project proposal.
- March 2016 Voters defeated a \$6.5 million town campus project proposal – a public safety building and new library – by vote of 709 to 845. A \$4.3 million public safety building was also defeated by a vote of 595 to 954.
- March 2017 – Pre-Bond Services Agreement Phase I with Lavallee Brensinger Architects approved by the Board of Trustees. Citizen's petition warrant article for \$75,000 to be placed in the Library Capital Reserve Building Fund passed. No matching funds, but Trustees indicated they would raise matching funds with a capital campaign once a location and plans for a new library building have been decided.
- November 2017 – After a review of potential library sites including Dearborn Park in North Hampton, Ron Lamarre of Lavallee Brensinger Architects presents an addition/renovation plan for the library on its current footprint.

How we got here...NHPL Timeline

- February 2018 – Board of Trustees review a RFP (request for proposal) to be presented to two construction firms.
- April – June – NHPL and Lavallee Brensinger host community listening sessions to gain feedback on the expansion and renovation plan. May 2018 – Bonnett, Page and Stone is selected as the construction manager for the expansion and renovation library project.
- June 2018 – NHPL Board of Trustees agree to Pre-Bond Services amendment with Lavallee Brensinger to create a total project budget for the addition/expansion of the library.
- October 2018 – Ron Lamarre of Lavallee Brensinger Architects & Keith McBey, of BPS (Bonnett, Page & Stone) present the initial price setting for an expansion/renovation.
- November 2018 – North Hampton Public Library Board of Trustees receive initial Library cost study. Construction estimated to be \$2.5 million with \$500,000 in soft costs.
- December 2018 – Larry Miller, Select Board member proposes a new library building plan on 216 Atlantic Avenue to the Library Trustees. A purchase & sale agreement was signed by the Select Board. The Library Trustees voted 2-1 to explore this building option further with the architect.
- December 2018 – Ron Lamarre of Lavallee, Brensinger Architects & BPS provide an estimate of \$4,051,250 + \$375,000 land acquisition cost for building a new library on 216 Atlantic Avenue. January 2019 – At the monthly meeting, Library Trustees vote 2-1 to continue moving forward with the Library addition/renovation plan.
- March 2019 – Voters approved a \$100,000 Library warrant article with \$100,000 in matching library funds to the Library Capital Reserve Building Fund. A citizen's petition for \$375,000 from the town's unassigned fund is also approved by voters to be placed in the Library Capital Reserve Building Fund.
- April 2019 – the Library Board of Trustees signed an MOU agreement that designates the NHPLCC Foundation as the fundraising agent for the library capital campaign. Trustees, Friends, and Foundation have a joint work session to discuss working together.
- May 2019 – Library Trustees sign a contract with Lavallee Brensinger Architects to move forward with schematic design. Construction manager, Bonnette, Page & Stone present cost study and project schedule.

How we got here...NHPL Timeline

- June 2019 – The Friend and Foundation members review the schematic floor plan with the Board of Trustees and Ron Lamarre of Lavallee Brensinger Architects.
- July 2019 – Fundraiser is hired by the NHPLCC (North Hampton Public Library and Cultural Center) Foundation
- August 2019 – The Select Board and the Library Trustees Board meet and discuss the library expansion and renovation plan. Select Board suggests the Trustees build new on the “Homestead property” next to the current library. Larry Miller proposes that the current library building be renovated for town offices. Library Board of Trustees voted to continue with the expansion and renovation plan. Town Attorney issues a memorandum stating “Library trustees have the ‘entire custody and management of the public library and all property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11 (III),’ RSA 202-A:6.”
- September 2019 – Larry Miller presents a comprehensive plan for North Hampton Town buildings including the library. This alternate proposal is presented to the Capital Improvements Planning Committee and the Budget Committee to get support for his plan.
- October 2019 – Trustees move forward by sharing the library expansion and renovation plan with the community, Town Boards, and Committees.

THE CURRENT LIBRARY BUILDING

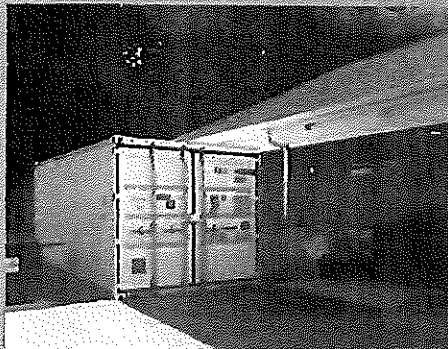
Below is a summary of a Library self-assessment, participant comments during a detailed planning study, several community listening sessions and public surveys citing the most significant challenges. The current Library building presents many issues that restrict the Library's ability to fully carry out its mission fully and to serve the community into the future. At a current 5,625 square feet, the most pressing issues are:



Teen/Meeting Room



Staff offices



Storage Pod

- Lack of quiet reading areas, individual or small group meeting spaces.
- Entrances, aisles, and restrooms that do not meet standards of the Americans with Disabilities Act and do not accommodate patrons using wheelchairs and walkers, and parents with strollers.
- An insufficient number of electrical outlets and charging stations, and spotty Wi-Fi in all areas of the Library.
- No dedicated Children's Room and activity center - noise travels from their small space throughout the building
- A meeting room that can seat more than 40 adults that does not also double as storage space.
- A staff break room and separate offices for the Youth Librarian and Adult Services Librarian.
- Book stacks that are full and the top and bottom shelves are difficult for patrons and staff to reach or browse.
- Space that is severely limited for displays of local history collections, art, information, brochures, events and activities, new books, DVDs, audiobooks, activity kits, and new items.
- Critical lack of storage space. The meeting room is cramped with chairs, tables, and materials. Other items not needed on a regular basis are stored in an outdoor storage pod next to the library.
- Overflow storage is squeezed into the already overcrowded staff room and hallways. Department of Labor has banned the use of the attic for storage because of the hazardous spiral staircase.
- The space recently allocated for teens also quadruples as quiet study space, a small conference room, and town records storage.
- The HVAC system is more than 30 years old and the ductwork is not energy efficient.

Architect

Ron Lamarre

AIA, ALEP, ALA, LEED AP

Lavallee Brensinger Architects

<https://lbpa.com/>

Design Principal | Educational Facility Planner

Accredited Learning Environment Planner



Ron is an award-winning Architect, Certified Educational Facility Planner, and Accredited Learning Environment Planner. He has led public library, academic library, and other educational projects; encompassing cradle to grave life-long learning. Licensed in MA, NH, RI, ME, and CT his work has been primarily located in Massachusetts, Maine, New Hampshire, and Rhode Island.

He is a past President – Northeast Region and New England Chapter founder of the Association for Learning Environments (A4LE). (International organization dedicated to the advancement of learning environments)



As Design Principal at Lavallee Brensinger Architects, Ron's work focuses on creating unique community-driven solutions comprised of meaningful, memorable, and innovative learning environments planned to evolve with advances in library services; designed for a sustainable future. He led the design of LEED-certified projects, ASHRAE 189.1 Standard for the Design of High-Performance Green Buildings, and the New Building Institute's Advanced Building Guide; as well as the first Net-Zero-Ready Public Library in New Hampshire. Ron is also an active member of the American Institute of Architects Committee on Architecture for Education (CAE), and Committee on the Environment (COTE), the American Library Association, and the American Association of School Libraries.

Ron graduated, with a Bachelor of Architecture from Roger Williams College, and an Advanced Certificate in Educational Planning from San Diego State University. Ron's work has been featured in Learning by Design, American School and University, and the Green Building Journal.

Published articles and speaking engagements include:

"Photovoltaics – Theory to Reality 2006" and "Integrated Sustainability 2015". He has spoken nationally on educational planning and the sustainable design of learning places and spaces:

"Libraries of the Future", Concord NH

"Restoring Historic Libraries". Concord NH

"Hiring Library Planners and Designers". Manchester NH

"Think. Plan. Build." Providence RI

"Integrating Library Planning with Library Design" Manchester NH

Construction Manager

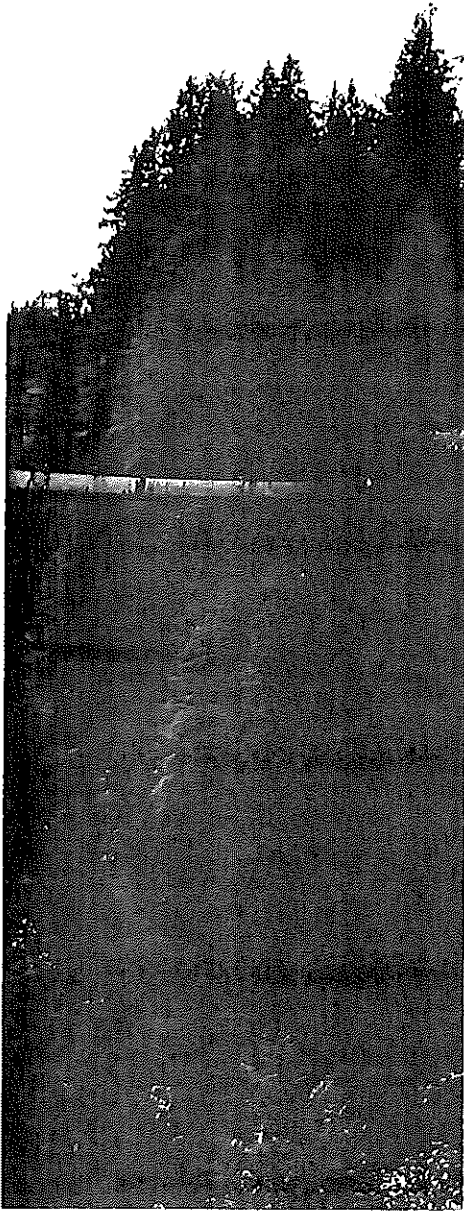
Keith McBey of Bonnette, Page & Stone

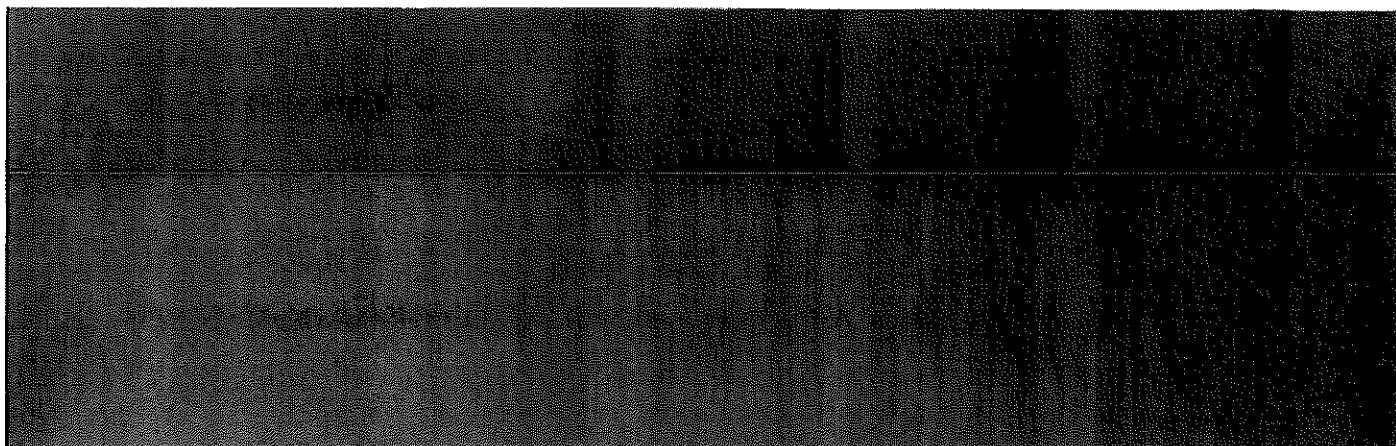
<https://bpsnh.com/>

Keith is known to New Hampshire and the North Hampton Community as the construction management team leader that renovated the North Hampton School.

BPS has been in construction for over 46 years and Keith has worked for the firm for over 20 years. He works closely with the Owner, Architect, and field personnel and is responsible for conceptual and construction estimating, project scheduling, solicitation of subcontracts and supplies, contract issuance and management of the overall project goals.

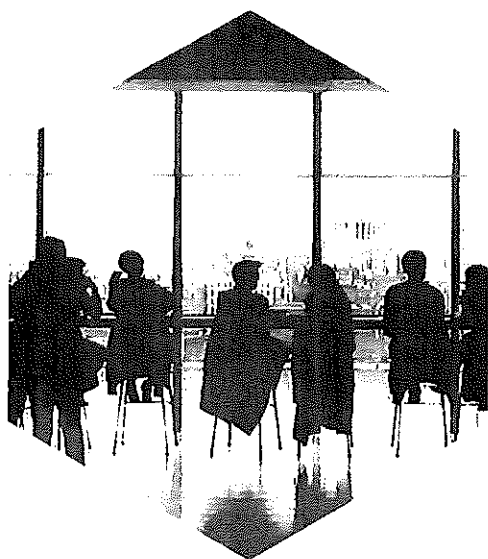
Some of BPS's completed library projects include the historic 1903 Gale Library in Laconia and the renovation and expansion of Cook Memorial Library in Tamworth.





Other approved neighboring library projects

- Barrington Public Library - \$4.42M new building
- Weeks Public Library, Greenland - \$2.9M renovation & expansion
- Harvey-Mitchell Memorial Library, Epping - \$600,000 expansion
- Exeter Public Library - \$4.5M expansion
- Madbury Public Library - \$1.4M new building
- Wolfeboro Public Library - \$5M expansion & renovation



"Millennials are the most likely generation of Americans to use public libraries" - Pew Research Center, 06/21/2017

"New study finds New Hampshire's becoming a magnet for millennials"

-NH Business Review, 08/14/2019





North Hampton Public Library Trustees <nhpitrustees@gmail.com>

Fwd: Monday 1/06/2020 @ 6:30pm Budget Meeting

Susan Leonardi <msialeonardi@gmail.com>

Thu, Jan 2, 2020 at 6:19 PM

To: North Hampton Public Library Trustees <nhpitrustees@gmail.com>, Susan Grant <nhpdirector@gmail.com>, Jacqueline Brandt <brandtdev@comcast.net>

FYI.
S

----- Forwarded message -----

From: **Jonathan Pinette** <jonathanpinettetown@yahoo.com>

Date: Fri, Dec 20, 2019 at 12:33 PM

Subject: Monday 1/06/2020 @ 6:30pm Budget Meeting

To: James Sununu <jsununu@gmail.com>, Bryan Kaenrath <bkaenrath@northhampton-nh.gov>, Jan Facella <jfacella@northhampton-nh.gov>, Frank Ferraro <fferraro2010@gmail.com>, Michael Tully <mtully@northhampton-nh.gov>, Kathryn Mone <kmone@northhampton-nh.gov>, Larry Miller <rmiller@northerncomposites.com>, Rick Stanton <rhstanton@comcast.net>, Brian Goode <bgoode@ccbainc.com>, Laurel Pohl <laurelpohl@nhnh@comcast.net>, Tamera Lee <tamaralee@gmail.com>, George Chauncey <georgec28@comcast.net>, Ryan Cornwell <rcornwell@northhampton-nh.gov>, Matt Ferreira <mferreira@sau21.org>, Nancy Tuttle <ntuttle@sau21.org>, Jonathan Pinette <jonathanpinettetown@yahoo.com>, Tamara Le <tamaranle@gmail.com>, Rick Milner <rmilner@northhampton-nh.gov>, Patricia <pdenmark@comcast.net>, Susan Leonardi <msialeonardi@gmail.com>, Nancy Monaghan <nancymonaghan@comcast.net>, Kathy Kilgore <kkilgore@northhampton-nh.gov>, Jim Maggoire <jmaggoire@northhampton-nh.gov>

Hello Everyone!

Our next meeting on the Second Review of Town Proposed FY 2021 Budget on Monday 1/6/2020 at 6:30pm at the North Hampton Town Hall.

Jan - I have modified the Budget Committee Schedule 2019-2020 and the 1/6/2020 Agenda. Please post and make 10 copies of the:

- 1) Agenda
- 2) Meeting Schedule
- 3) Motion to Reduce the Town Budget
- 4) Expenditure Budget FY21 Default RHS 3

Thank you Everyone - have a great weekend and Merry Christmas!

Jonathan Pinette

PS - Here is the Budget Schedule going forward.

Monday January 6th 2020 Second Review of Town Proposed FY 2021 Budget

Monday January 14th 2020 Last Date for Citizen Petition

Tuesday 21st 2020 Public Hearing

Monday January 27th 2020 Last Date to Post Warrant and Proposed Budget

Saturday February 1st 2020 First Date Deliberative Session

Tuesday February 4th 2020 School Deliberative Session (7pm)

Saturday Feb 8th 2020 Reserved "Snow Day" First Date Deliberative Session

----- Forwarded Message -----

From: Jonathan Pinette <jonathanpinettetown@yahoo.com>

To: Brian Goode <bgoode@ccbainc.com>; Patricia <pdenmark@comcast.net>; Bryan Kaenrath <bkaenrath@northhampton-nh.gov>; Jan Facella <jfacella@northhampton-nh.gov>; Michael Tully <mtully@northhampton-nh.gov>; Katheryn Mone <kmone@northhampton-nh.gov>; James Sununu <jsununu@gmail.com>; Larry Miller <rmiller@northerncomposites.com>; Frank Ferraro <fferraro2010@gmail.com>; Laurel Pohl <laurelpohl@nhnh.comcast.net>; georgec28@comcast.net <georgec28@comcast.net>; Tamera Lee <tamaranlee@gmail.com>; Rick Stanton <rhstanton@comcast.net>; Rick Milner <rmilner@northhampton-nh.gov>; Ryan Cornwell <rcornwell@northhampton-nh.gov>; Tamara Le <tamaranle@gmail.com>; Matt Ferreira <mferreira@sau21.org>; Nancy Tuttle <ntuttle@sau21.org>; Nancy Monaghan <nancymonaghan@comcast.net>; Susan Leonardi <msialeonardi@gmail.com>

Sent: Tuesday, December 17, 2019 10:56:52 AM EST

Subject: Thursday 12/19/2019 @ 6:30pm Budget Meeting

Good Morning ~

We will have the 2nd Review of the Town Proposed FY2021 this Thursday December 19th @ 6:30pm at the North Hampton Town Hall. Regarding the CIP report - The report is in section 3 of the binder. The report is also attached to this email. If there are any questions please feel free to send me an email.

The agenda for this Thursday:

NEW BUSINESS

- a. Approve Minutes from the December 16th meeting.
- b. Presentation on the wage survey by Carol Granfield from MRI.
- c. Second Review of Town Proposed FY 2021 Budget.
- d. Dates for Public Hearing, Post Warrant, Deliberative.
- e. Proposed Revision to the Town Budget by Rick Stanton.
- f. Library Renovation Project by Susan Leonardi & Library Trustees

Jan -

Please post our Budget meeting for this Thursday 12/19/2019 at 6:30pm and make 10 copies of the 4 attachments below along with the Monday 12/16/2019 meeting minutes when they are complete. I will pick everything up prior to our 6:30pm meeting on Thursday 12/19/2019. The Library will handle their presentation and the CIP report is already in our budget book.

- 1) Agenda
- 2) Meeting Schedule
- 3) Motion to Reduce the Town Budget
- 4) Expenditure Budget FY21 Default RHS 3

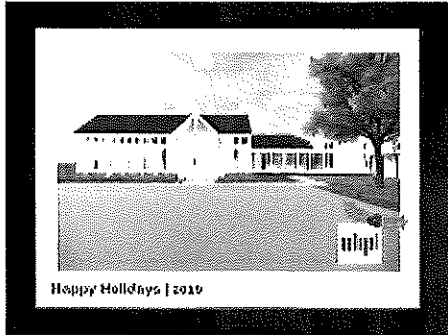
Bryan -

Please forward the MRI presentation if you are able to prior to Thursday. I will forward the presentation to the Committee.







Thank you everyone & enjoy the snow!!

Jonathan Pinette

7 attachments



NHPLPostcard.PNG
1099K

-  **NHPL12-16-2019_final.pdf**
1746K
-  **Motion to reduce the Town proposed budget-3.docx**
20K
-  **Expenditure Budget FY21 Default-rhs-3.xlsx**
175K
-  **cip21-26final.doc**
6654K
-  **Budget_Committee_Schedule_2019_2020.docx**
14K
-  **Budget Committee 01_6_2020 Agenda.docx**
132K

BudCom discussion to reduce the Town proposed budget by \$148,160 to \$7,328,563, or 1.98%.

Rationale: a combined effort of Rick Stanton and Frank Ferraro:

- Multiple budget surpluses over the past three years means we (Town and Committee) have not budgeted correctly. The average annual "surplus" has been almost \$500,000. FY year-end spending, by the Select Board, that wasn't approved by the Bud Com nor the CIP Committee reduces the annual surpluses every year. The estimated excess Unassigned Fund Balance, after accounting for the 5% and 8% reserve, is now almost \$700,000. We believe taxpayers are aware of this situation and reduce the budget accordingly.
- To provide one non-union employee with an almost 14 % pay increase is not prudent and will lead to other financial and morale issues. The MRI salary data includes primarily Town Managers, not TAs. The only TA paid more than North Hampton is Windham, a town with 3 times the population of North Hampton. We should support having no increase given that we already have the highest paid small town TA and we will perhaps be getting a new TA with unknown experience.
- There is a strong need to bring other non-contract employees up to MRI recommended market salary levels provided we hear MRI's rationale for using larger towns, some 3-4x our size, in their comparison.
- A part-time police officer needs to be approved by the legislative body. A part-time police officer has been a line item in the budget for many years. Chief Page did not use it nor did Chief Maddocks. When we had a temporary chief and Sgt. Adams was retiring that account was used to keep him around as a detective. We believe we should have the legislative body approve having the SRO and Beach Officer.
- To best handle the uncertainty and variability of Welfare Assistance, a capital reserve fund should be established and funded (initially with \$5,000 having a goal of \$10-15,000). The amount now in Welfare/General Assistance is unsupported by past spending. Going back to FY2015, we only spent more than \$4,000 once and then it was only \$4,210 in FY15. We believe \$5,000 is sufficient; but having a CRF should be considered by the Town.
- Regarding the Social Services budget, we can expect that the amount requested by the Town for charitable giving will continue to increase in future years. However, some requests have had huge increases (3x!) and the Town has added new charities. Even with the new vetting procedure we have doubled our spending in this category over the last three years, and the requested FY2021 budget is another 25% increase. We think the BudCom should vote on a policy that sets an annual dollar limit on the amount given to charities. For example \$22,500 would be a compromise amount between the FY20 and FY21 amounts. Then it is up to the Administration to dole it out. Future BudComs can change the amount depending on circumstances, inflation, etc.

Results:

- It brings non-contract employees up to the MRI recommended levels, except TA.
- It deletes part-time Police Officer (formerly Sgt. Adams' position). There is now a petition circulating for having an SRO (School Resource Officer) and PBO (Beach Patrol Officer). It should be a part time officer provided he/she has this dedicated duty.
- Cuts General Assistance to \$5,000. The SB may want to supplement this amount by having a capital reserve fund by assuming a \$5,000 Warrant Article to establish and fund a Capital Reserve Fund for General Welfare Assistance (with a goal of \$10,000+).
- Proposed budget is \$92,537 over default.

In addition, another issue to discuss: Education and Training are seeing above average increases. It may be an area to watch in the future.

Town Budget proposal dated December 16, 2019

The revised budget proposal makes reductions to the following accounts:

Town Accounts		
TOTAL 4130 Executive		
	TA	\$ 11,892
	OT	\$ 2,000
TOTAL 4153 Legal Expense		
	General	\$ 10,000
	Labor	\$ 5,000
TOTAL 4155 Personnel Administration		\$ 51,510
TOTAL 4194 General Government Buildings		\$ 10,000
TOTAL 4210 Police		
	Part-time Officer	\$ 34,319
4442 General Assistance		
	Welfare	\$ 4,000
Partial Savings Sub-total		\$ 128,721

Budget Committee Schedule 2019-2020

All Meetings at Town Hall at 6:30pm

Monday July 22nd 2019 Select Board & Budget Committee Meeting

Monday August 19th 2019 LBH Budget Meeting

Monday September 16th 2019 Economic Review

Monday September 30th 2019 Town Year-End Review and Default Budget

Monday October 7th 2019 School Year-End Review and Default Budget

Monday October 28th 2019 Town Books Distributed

Monday November 4th 2019 First Review of Town Proposed FY 2021 Budget

Monday November 11th 2019 School Books Distributed

Monday November 18th 2019 First Review of School Proposed FY 2021

**Monday December 2nd 2019 Second Review of Town Proposed FY 2021 Budget
"Cancelled"**

**Monday December 16th 2019 Second Review of School Proposed FY 2021 Budget
"Cancelled"**

**Thursday December 19th 2019 Second Review of Town Proposed FY 2021 Budget
"Cancelled"**

Monday January 6th 2020 Second Review of Town Proposed FY 2021 Budget

Monday January 14th 2020 Last Date for Citizen Petition

Tuesday 21st 2020 Public Hearing

Monday January 27th 2020 Last Date to Post Warrant and Proposed Budget

Saturday February 1st 2020 First Date Deliberative Session

Tuesday February 4th 2020 School Deliberative Session (7pm)

Saturday Feb 8th 2020 Reserved "Snow Day" First Date Deliberative Session

Jonathan Pinette, Chair
James Sununu, Vice Chair
Rick Stanton, Member
Frank Ferraro, Member
George Chauncey, Member
Laurel Pohl, Member
Tamara Le, Member
Brian Goode, LBH Representative
Larry Miller, Select Board Representative



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
THE MUNICIPAL BUDGET COMMITTEE

NOTICE OF PUBLIC MEETING
AND AGENDA

Monday, January 6th, 2020 at 6:30P.M.
NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
NORTH HAMPTON, NEW HAMPSHIRE

- I. CALL TO ORDER and PLEDGE OF ALLEGIENCE
- II. OLD BUSINESS
 - a. No old business.
- III. NEW BUSINESS
 - a. Approve Minutes from the December 16th meeting.
 - b. Presentation on the Wage Survey by Carol Granfield from MRI.
 - c. Second Review of Town Proposed FY 2021 Budget.
 - d. Dates for Public Hearing, Post Warrant, Deliberative.
 - e. Proposed Revision to the Town Budget by Rick Stanton.
 - f. Library Renovation Project by Susan Leonardi & Library Trustees
- IV. ANY OTHER ITEM THAT MAY LEGALLY COME BEFORE THE COMMITTEE
- V. PERIOD OF PUBLIC COMMENT

Public Comment is an opportunity for residents to ask questions, request information and make comments. Individuals will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone has had the chance to speak once. The total time devoted to this agenda item is fifteen (15) minutes
- VI. ADJOURNMENT

Municipal Offices
233 Atlantic Avenue
North Hampton, NH 03862

Tel: (603) 964-8087
Fax: (603) 964-1514

A video presentation of this Meeting is available on Channel 22 and on the Town's website:
http://townhallstreams.com/towns/north_hampton_nh

Municipal Offices
233 Atlantic Avenue
North Hampton, NH 03862

Tel: (603) 964-8087
Fax: (603) 964-1514

LAVALLEE | BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
 Manchester, NH 03101

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

December 12, 2019
 Project No: 13-020-00
 Invoice No: 13608
 Customer PO #

Invoice Total: \$29,800.00

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

Task 150 2019 Basic Services
 Fee

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	62,500.00	0.00
Construction Documents	80,000.00	30.00	24,000.00	0.00	24,000.00
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		136,500.00	112,500.00	24,000.00
		Total Fee			24,000.00
			Total this Task		\$24,000.00

Billings to Date	Current	Prior	Total
	24,000.00	112,500.00	136,500.00

Task 200 Additional Services

Phase 002 Amendment No. 1 - Site Survey

Fee

Total Fee	5,800.00			
Percent Complete	100.00	Total Earned	5,800.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	5,800.00	
		Total Fee		5,800.00
		Total this Phase		\$5,800.00

Phase 003 Amendment No. 2 - Site Permitting

Fee

Total Fee	4,500.00			
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00

Project	13-020-00	North Hampton Public Library	Invoice	13608
			Total this Task	\$5,800.00

Billings to Date	Current	Prior	Total	
	5,800.00	9,040.33	14,840.33	
			Total this Invoice	\$29,800.00

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.

Durbin Law Offices, P.L.L.C.
144 Washington Street
P.O. Box 1222
Portsmouth, NH 03802
www.durbinlawoffices.com



Derek R. Durbin, Esq.
603.287.4764
derek@durbinlawoffices.com
**Also admitted in MA*

BY: EMAIL ONLY

December 20, 2019

Select Board
Town of North Hampton
233 Atlantic Avenue,
North Hampton, NH 03862

RE: Library Renovation/Expansion Project

Dear Chairman Maggiore and Select Board Members,

I recently reviewed the video recording of your meeting on December 4, 2019. In the meeting, there were numerous pointed comments that Member Larry Miller made about the Library Trustees' plans for the renovation and expansion of the public library. Many of the statements were inaccurate and clearly directed at gaining traction for the Select Board's alternative plan for the public library. I do not intend to address these in this letter, other than to say that the Select Board continues to act to its peril in continuing to create an alternate library plan and utilizing taxpayer money and seeking an appropriation for the same.

There was one comment made by Mr. Miller, however, that I am seeking clarification on and which requires an explanation from the Select Board. During the meeting, Mr. Miller stated that "we [the Select Board] are on very strong legal basis, very strong..." when referring to its actions to create an alternate library plan for the "homestead" property. To-date, I have yet to see any legal opinion from the Town that would suggest that the Select Board has any basis to justify its actions. To the contrary, the Town attorney's opinion(s) have indicated otherwise. I have also expressed to the Select Board twice through written letters that it lacks authority to take the actions that it is taking with respect to the public library. Mr. Miller also indicated during the December 4, 2019 Select Board meeting that the library cannot move forward with its design plan for the public library, as it cannot expand upon its existing building footprint without Select Board approval.

It is incumbent for the Select Board, particularly given the differences in opinion expressed, to produce the legal opinion that Mr. Miller relied upon in making the statements he made at the December 4th meeting. It is further incumbent upon the Select Board to articulate the legal basis for the position(s) it has taken with respect to the library, as it is unclear to the Trustees and to the general public. If there is to be any potential resolution concerning the public library outside of litigation, the Select Board need to articulate their legal position to the Trustees by no later than December 23, 2019.

Durbin Law Offices, P.L.L.C.
144 Washington Street
P.O. Box 1222
Portsmouth, NH 03802
www.durbinlawoffices.com



Derek R. Durbin, Esq.
603.287.4764
derek@durbinlawoffices.com
**Also admitted in MA*

Sincerely,

A handwritten signature in black ink, appearing to read 'Derek R. Durbin'.

Derek R. Durbin, Esq.

CC: Board of Library Trustees
Bryan Kaenrath, Town Administrator