

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

**Meeting Minutes**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, June 17, 2020**

**4:30 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt

Alternate: Emily Creighton Guest Speakers: Keith McBey

Ron Lamarre

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

1. The meeting was called to order at 4:30 pm by chair Kathleen Kilgore and pledge of allegiance followed. Ms. Kilgore introduced Keith McBey of Bonnet, Page and Stone the Construction Manager and Ron Lamarre of Lavallee Brensinger Architects. She then turned the meeting over to Keith McBey.
2. New Business
   1. Bid Review with Bonnette, Page & Stone  
      Bid documents were provided by Ron Lamarre to Bonnet Page and stone to solicit bids. There were about 300 different vendors invited to bid on various aspects of the project. Sitework, mechanical and electrical were the big budget items. There was a great deal of participation from bidders as there were eight (8) bidders for sitework, nine (9) bidders for mechanical and ten in electrical. Currently they are compiling the GMP (Guaranteed Maximum Price) documents for the library trustees. As bidding recommendations were discussed and the possibility of negotiating with local vendors (bidders) was also considered. Should a local vendor not be the lowest, qualified bidder, there is a possibility to go back to them and negotiate for the bid.   
        
      Kilgore inquired about the development of the GMP with the bids. It was explained that the subcontractor bids are done in the order in which the building is built as they are needed. For example, sitework followed by concrete, etc. Also, those items that require a longer lead time such as mechanical and electrical equipment should be purchased early so that items can be received on time. There will be weekly meetings as the process schedule dictates where bid selection can take place with adherence to the GMP.  
        
      Ron Lamarre commented regarding a total project budget which includes the construction costs and the soft costs. Keith working through the numbers from the subs which he has, stated that we are essentially on target for GMP. Ron and Keith were contacted by a sub who is working on another library close by. There may be an opportunity to be more competitive as costs could be reduced by close proximity to the other project. S. Leonardi inquired as to whether this local library is the Greenland Library. Ron replied in the affirmative. With two libraries with high performance energy efficient systems so close to one another being constructed at about the same timeframe present opportunities for more than one vendor.   
        
      S. Leonardi asked what the process would be moving forward. The bid recommendations will be provided via e-mail to the trustees for review and questions. This is expected to be within the next week. Keith anticipates that the entire process will take 3 weeks. Keith will go through all the submittals and also offer some input on local vendors as there could be an advantage to the longevity of the project. Kilgore commented that she would prefer to use local contractors where possible. Keith stated that the location of the project was good as subcontractors from Massachusetts, Maine and New Hampshire. Ron will also be commenting and recommending contractors as well. Ron has knowledge of multiple project schedules with multiple contractors.   
        
      Kilgore confirmed the construction meeting on July 1, at 10:30 am. At the Town Hall. Keith asked about placing a construction trailer on site. Keith said that he would contact the Town Administrator and if there are any issues he would inform the trustees. Kilgore confirmed the removal of the playground equipment on site. The bids will be presented and discussed at a soon to be determined date. Kilgore stated that there was a public hearing scheduled for June 25, 2020 at 7p.m. at the town hall. Ron commented that it was a good opportunity for citizens to asked questions and also contribute ideas. Good ideas could be considered in the project as it is not yet built. Ron will also be sending an updated project budget to supplement the bids.  
        
      Trustees briefly discussed the advantages of having multiple bidders and how fortunate it will be to have competitive bids. Again, emphasis on local vendor participation in the process was discussed. Kilgore thanked the select board for signing off on the bond agreement so the bond will be in place for construction.  
        
      The public hearing was discussed, and K. Kilgore thanked S. Grant for facilitating the notice in the newspaper. Trustees commented on looking forward to town input on the project. The meeting will be held via Zoom and participants can phone in. Kilgore encouraged residents to e-mail questions into the Trustees prior to the meeting.

1. Public Comment Session – Call-in Number 603-758-1447.  
   K. Kilgore opened the meeting to public comment session. George Chauncey was in attendance but had no comment. Glen Miller phoned in and indicated that there was a technical error in the broadcast of the meeting. Another caller, Dana Hooper, indicated that the meeting was in fact live and streaming and that she was watching the entire time. S. Leonardi gave a general overview of what occurred during the meeting for those who may have missed it.   
     
   Kilgore also summarized meeting content and indicated that due to the large number of bidders for each discipline that those recommendations will be available next week and a meeting will be schedule in the future.   
     
   George Chauncey suggested that Mr. Miller watch the town stream and then e-mail the trustees with any questions he may have.
2. Any Other Item that may legally come before the Board

K. Kilgore read the correspondence sent to the Select Board. *See attached.*

1. Next Meeting / Adjournment  
   Kilgore stated that the next meeting would be the Town Hearing on June 25, at 7pm and adjourned the meeting at 5:11PM