

# Mont Vernon Library Building Committee Minutes

October 19, 2022

## Approved

- I. The meeting was called to order at 7:03 p.m.

Name	Role	Present
Charlie York	Member	NA
Bill McKinney	Member	✓
Christine Hamilton	Member	✓
Cindy Raspiller	Advisor – Library Trustee	✓
John Quinlan	Advisor – Selectmen	✓
Anne Dodd	Advisor – Daland Trustee	NA
Jill Weber	Advisor – Daland Trustee	✓
Scott Foster	Guest – Daland Trustee	
Jane King	Guest – Library Trustee	

- II. Public Comment

- No public comment.

- III. Approve Meeting Minutes 9/28/22 & 10/12/22

- Building committee approved minutes for 9/28/22 & 10/12/22.

- IV. Review 10/12/22 Action Items

- Quinlan confirmed RFP documents for NEH were provided to Lovette.
- Raspiller presented a draft of the overall timeline of meetings and deadlines, uploaded to the LBC folder on Google docs.
- Raspiller compiled participants' CM firm suggestions into a table for review. Angulas suggested adding Bonnette Page and Stone to the list as they just completed a very similar library project in North Hampton, on-time and on-budget. McKinney confirmed BPS is a

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good firm, and suggested Sullivan be added to the list; they are at the forefront of green construction in NH. Angulas also noted that Trumbull Nelson built the new library in Sunapee but does not know whether the library had a good experience with them. **Action Angulas- Reach out to Sunapee library for feedback on experience.**

- Quinlan suggested reducing CM candidate list and requesting serious bids from 5-6 firms. Raspiller suggested reaching out to the firms to gauge interest before selecting the final group and asked if any participants have personal contacts at these firms to aid in reach-out efforts. Quinlan/Hamilton suggested obtaining references for similar completed projects from the firms when reaching out, to obtain additional data for final selections.
- Participants discussed preferred firms and pros/cons. North Point, Eckman, Turnstone, BPS, Harvey, Sullivan, Fulcrum and Trumbull Nelson were all noted as good options. Quinlan advised against North Branch construction as they were the CM for the fire house and the building has suffered many issues related to poor construction. Raspiller updated the table with the new suggestions and advised the committee should be ready to vote on selections by next Wednesday 10/26 meeting with DSK. **Action All- Review and rank candidate CM firms by Wednesday 10/26 meeting.**
- Raspiller reviewed Dodd's research on electric radiant floor systems for the reading area of the Children's Room. Building committee voted to include a radiant floor system as an 'Add' in the RFP. Group will discuss at the Wednesday 10/26 meeting with DSK whether to require an exact system specification in the bid or allow for equal substitution.
- Raspiller reconfirmed that the committee has agreed to run low voltage wires for motorized shades, but that no shades would be installed as part of initial building construction. The need for shades will be evaluated as the building is used.
- Quinlan confirmed Primex (insurer) will not require a sprinkler system; rates will not be affected if a sprinkler system is not installed. Committee voted not to include a sprinkler system in the bid package.

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## V. Building Inspector/ Fire Chief Response

- Raspiller noted the response to comments from Building & Fire are being held until DSK meets with AMTEC per Fire Chief's request, on Thursday 10/20. **Action Raspiller- Raspiller will follow up with Erin Cusker for results of AMTEC meeting.**
- Group discussed Fire Chief's recommendation to add exterior door to mechanical room. Committee does not think the door is necessary. Group questioned what type of water heating system will be installed, and what equipment is planned for the mechanical room. **Action Raspiller- Raspiller will ask Erin Cusker for the equipment specifications for the mechanical room.**

## VI. Planning Board Follow-Up Update

- McKinney will raise new library project at next Planning Board meeting, aim to get the Board's support of the project recorded in the meeting minutes. Planning Board has taken a non-binding position on the project. **Action McKinney- Discuss library project at next Planning Board meeting.**
- Group discussed the general concern of some townspeople around the challenges of the new road's placement and potential flooding issues. Group agreed the location is not perfect but is the most ideal option available.
- Quinlan has no update from Meridian; will follow up again next week.

## VII. Draft RFP Review

- Group discussed RFP format and the modifications suggested by committee members/advisors. Hamilton/McKinney liked York's suggestion to simplify the requested format for bids using bullets. Hamilton supported Dodd's comments that scope of sitework and status of roadway at project start need to be clarified in RFP. Group agreed language also needs to be revised to indicate bids are being obtained for imminent construction, not estimating purposes. Raspiller asked if RFP should indicate a target project cost; group

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discussed pros/cons and will revisit at next meeting Wednesday 10/26.

- **Action Hamilton- Hamilton will incorporate comments into draft RFP and issue to Erin Cusker for review before next meeting Wednesday 10/26.**
- Group discussed the challenges of delineating the new roadwork scope from the library build scope, and in which scope the underground utilities should be. Quinlan/McKinney advised there would likely be cost and efficiency advantages to executing both scopes together with the same CM, though their respective budgets would need to remain separate as they are being funded from different sources. Raspiller suggested that a separate RFP for the roadwork be issued to the CM firms selected for the library build, and the RFP should be priced with the assumption that work would be performed in tandem. King suggested obtaining separate quotes directly from sitework contractors for comparison of cost savings. Quinlan advised that forthcoming information on funding for the roadwork will inform how best to separate the scopes of work; should know more in 1-2 weeks. Committee will revisit scope delineation ahead of finalizing RFP first week of November.
- McKinney suggested asking Meridian if they can provide inspectional services for new roadwork. **Action Quinlan- Quinlan will ask Meridian about inspectional services.**
- Quinlan advised that solar panels should be included in the bid request as an 'Add'; state funding may supplement.
- Raspiller noted bid documents cite MA requirements and should be amended to comply with NH requirements only. (MA generally more stringent and expensive.)

## VIII. Future Meeting Schedule

- DSK Review- October 26<sup>th</sup> 3-5pm
- Local Meeting- November 2<sup>nd</sup> 7-9pm at the library

## IX. Agenda Items for Next Meeting

- Select CM firms for RFP

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- Finalize RFP draft
- X. Meeting adjourned at 8:55pm