

Meriden Library Building Committee
October 24, 2017

Meriden Town Hall

DRAFT MINUTES

Present: Joe Crate, Judy Hallam, Shawn Rogers, Jeff Albright, Suzanne Spencer (had to leave early), Chris Dye; Mary King, Director

Absent: Bill Knight, Leeli Bonney, Shannon Decker, Nancy Liston

The meeting began at 7pm. Upon motions duly made and seconded and unanimously carried, Chris Dye was elected chair of the Meriden Library Building Committee, and Mary King was authorized to make an application for funding for the new library from the James Tasker Covered Bridges Fund.

The committee discussed at length the type of library we want and its planning, financing, and eventual approval by the town. It was agreed that the new library would be as close to zero energy use as reasonably possible, be fully handicapped accessible, and have in addition to book stacks and a reading area, a community room, a small kitchenette, a bathroom, a small office for the library director, and a room for small children.

The Building Subcommittee and the Library Needs Subcommittee were directed to prepare a presentation for delivery at the town meeting in March 2018 asking for preliminary funding to design and plan for the construction of the new library, so that the request for funding for final construction may be presented at the town meeting in March 2019. This presentation is to be given to the Library Building Committee no later than January 15, 2018. Mary King and Brad Atwater have agreed to act as advisors to the above two subcommittees.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,
Chris Dye
(For Suzanne Spencer)

Meriden Library Building Committee Meeting
November 28, 2017 at Meriden Town Hall

DRAFT MINUTES

Present: Joe Crate, Shawn Rogers, Jeff Albright, Suzanne Spencer (had to leave early), Chris Dye, Bill Knight, Leeli Bonney; and Mary King, Library Director.

Absent: Shannon Decker and Nancy Liston

The meeting commenced at 7pm. The minutes of the meeting on October 24, 2017 were approved with the addition that the new library be a single story.

Shawn Rogers presented two floor plans, A and B. The plans showed a building 60x90 feet, totaling 3600 square feet. Steve Halloran said that the building footprint under current zoning cannot occupy more than 40 percent of the lot and that the plans were just short of that figure. That means that no further expansion would be allowed without a special exception.

Bill Knight described the high energy efficiency of the heating and mechanical systems. Mary King said we currently have a collection of about 10,000 volumes with adequate space to shelve that amount. For the new building, we only assumed about 10 percent in collection growth, assuming we will no longer require much space for reference materials, and that media will be received in digital formats.

There was agreement that the structure as reflected on the plans would be perfect for modular construction.

There was also discussion of the request to be made at the March 2018 town meeting for \$25,000 initial funding. Steve Halloran pointed out that there will be competing demands for expensive items, including fire trucks and repair of the town garage. Shawn and Jeff will represent the committee before the trustees at their December 18 meeting, recognizing that the trustees must approve our proposed town meeting presentation. We discussed Steve Halloran's proposed warrant for the initial funding.

Our next Committee meeting will be held on January 9, 2018.

Respectfully submitted,
Chris Dye

Steve Halleran

From: Christopher D. Dye [cderdye@gmail.com]
Sent: Wednesday, January 17, 2018 8:52 AM
To: mlbuildcom@plainfieldnh.org
Subject: Fwd: Library minutes, draft
Attachments: Library. 2018.01.09.docx

Meriden Library Building Committee Meeting
 January 9, 2018
 Meriden Town Hall

MINUTES

Present: Leeli Bonney, Terri Crane, Nancy Liston, Suzanne Spencer, Shannon Decker, Brad Atwater, Chris Dye

The meeting was called to order at 7:00pm.

DISCUSSION

- We need to consult a library designer.
- We must comply with public building regulations.

TOWN MEETING

- Bill Knight, Shawn Roger, and Mary King will make the presentation at town meeting. They will request \$25,000 for preliminary planning and discuss our estimate of the total project cost.
- Someone needs to write an article supporting the \$25,000 request and submit it to *PlainFacts* for the issue that will be mailed before town meeting.
- Brad Atwood, Steve Halloran, and Chris Dye will meet with Shawn Rogers and Bill Knight to develop the total estimate for the project.
- We need to prepare for discussion of the impact the project will have on real property taxes.
- Someone needs to develop a picture or model of the proposed building.

FUNDRAISING

- We will need to begin fundraising after town meeting. We thought we should establish a foundation to accept donations for the new building, but Steve Halloran thought this unnecessary. Tax deductible donations can be made to the Meriden Library Fund that is controlled by the select board.

LIBRARY TRUSTEES

- A group, to be selected, will go to the next meeting of the library trustees to brief them on our progress.

NEXT MEETING

- The full building committee will meet on January 30, 2018.

The meeting adjourned at 8:00pm.

Meriden Library Building Committee
January 30, 2018
Meriden Town Hall
Draft Minutes

Present: Chris Dye, Shannon Decker, Mary King, Terri Crane, Judy Hallam, Leeli Bonney, Joe Crate, Bill Knight, Brad Atwater, Steve Halleran

Absent: Suzanne Spencer, Nancy Liston, Shawn Rogers, Jeff Albright

Meeting called to order at 7:08pm.

- Proposed agenda distributed by Chris Dye.
- Minutes of January 9 meeting approved.

Bill Knight provided updates about cost estimates. He requested a cost estimate for a modular building from Preferred Building Systems in Claremont, likely the least expensive alternative we're willing to consider for a base cost. This cost will be available before our next meeting. The generally accepted square footage cost for schools is \$200/sq ft. (\$720k total for a 3600 sq ft building.) This is a reasonable number to assume for a library, because considerations are similar. This number includes no fittings or site/dirt work, but does include floor surface, kitchen, bathrooms, and full ADA compliance. They could design the building, or work from a design that we provide.

Brad Atwater reported that he reached out to Engineering Ventures about site numbers/dirt work. These numbers are forthcoming. We'll need front end testing/analysis and hazardous waste analysis before demolition. Walkways, curbing, and storm drains all need to be considered. Asbestos is most likely the biggest issue and would have to be handled first; there could also be lead, etc. We would have an outside firm look at the entire building from a hazardous waste perspective, take samples, and come back with a report about what needs to be addressed during demolition. Packaging/hauling of hazardous materials needs to be done by specific companies. There is a state fund available for asbestos removal.

What would it cost to furnish the new building? Mary King confirmed that most of the existing wood bookshelves and the circulation desk would not need to be replaced. Library interior consultants would be helpful to advise about furniture placement, etc.

Steve Halleran reminded the group that we have about \$250k in the bank for this project already. By next year's town meeting, we want to have a bid with real numbers to present. After this year's town meeting, if voters want to proceed, we need to hire someone to talk to firms and do the legwork — a part-time "owner's representative" to watch out for the town's interest. This committee may become a sounding board for the owner's representative.

What do we want to address at town meeting?

- 1.) Are we willing to support a ballpark number of \$1M or less? \$25K from this year will be used for an owner's representative to come up with hard numbers for next year's meeting. Anything not used will remain in the Meriden Library building fund.
- 2.) In one year, we will come back with proposal to build, will have a firm selected. (Bill recommends going through the bid process before Town Meeting 2019.)

Steve confirmed that we don't need a separate foundation to accept private/public money. Instead, we'll use the existing fund.

Judy Hallam is working on a letter to the community, and would like to include that Mary is looking to recycle materials/fittings in the new building. Brad suggests quantifying that, so the public understands that there are more fittings to buy.

Selectmen will open the article at Town Meeting. Recognize Chris Dye as chairman for some remarks about what we've done so far on the committee, turn to Bill Knight and Brad Atwater for further details, discuss how we might use the requested money, then open to questions and discussion.

Is it clear to the public at Town Meeting why we need a new library? Explain that we have done many studies, and there are issues we can't renovate through. There was a clear vote last year to keep the Meriden Library open, but creating a new building is a very different discussion. Brad suggests we need to be prepared to discuss the tax rate and generally how it will be affected, as well as potential operating costs going forward. Bill is confident that we can build a 3600 sq ft building with operating costs that are lower than the current building.

People will ask: Why not save the existing building? Quantify research and numbers we've collected so far to lend credence to the number we're presenting. We want permission to continue the process. Highlight what the new building will offer, what the space will feel like, what works in the current building and what we'd hope to gain from a new building. Have Mary speak to this at Town Meeting. Meriden Library is well-used, patronage numbers are high. Not everyone in town uses a public library, so we need to highlight the resources and what the libraries offer the town as a whole.

Steve and Leeli reported that they attended the most recent Library Trustee meeting; the Trustees voted unanimously to support this warrant article.

Next meeting: Tuesday, February 27th, 7pm.

Meeting adjourned at 8:30pm.

Meriden Library Building Committee
February 27, 2018
Meriden Town Hall
Draft Minutes

Present: Chris Dye, Mary King, Judy Hallam, Steve Halleran, Suzanne Spencer, Shannon Decker, Brad Atwater, Joe Crate, Jerry Doolittle, Shawn Rogers, Leeli Bonney, Bill Knight

Absent: Jeff Albright

Meeting called to order at 7:05pm.

Judy Hallam presented her letter that will go into PlainFacts, the Valley News, and Connect Cornish, a summary of our findings and intentions moving forward. For future use, it was suggested that “Meriden” should be swapped out for “town life” or “Plainfield” to highlight the fact that a new building would be used town-wide.

Chris Dye noted that the purpose of this meeting is to nail down our presentation for Town Meeting. Steve will open things up at the meeting, give historical context on the various committees that have worked on this project, turn it over to Chris to discuss the history of the library itself (3-4 minutes), and then call upon various committee members to expand on the proposal (Bill, Shawn, Brad).

Bill received an initial proposal from Preferred Building, who said they could provide a bare bones building for \$600,000. That covers foundation, essential structure (water system, electrical, fire suppression, vinyl siding). Does not include architectural exterior add-ons, extra insulation, various upgrades. He talked through this at length with Preferred Building and is confident they could provide what we need, with the extra benefit that they're local. It would be easy to upgrade from this bare bones structure, but this basic quote helps bind us under \$1M.

A key issue for the community will be: How much public money will requested for this project? Can we say we won't ask for anything more than \$400K, and that anything else we need would be privately raised? We're aiming for a nice building at a reasonable cost, but what that cost is is still TBD (which is what we need the \$25K to figure out over the next year).

Brad received some engineering feedback. The rule of thumb for site work is 10% of the total cost (once building is demolished) – paving, curbing, parking, drainage. However, there can be a wide range full of choices to consider, so this number could add up to a lot more.

Our goal at Town Meeting is to make a deal with the community – a year from today, we're going to show up with a package to present to you that will be under \$1M. (That total includes existing funds, public funds, and private funds to be raised.) Over the next year, we'll give the public plenty of opportunity for input. We want to be ready to take the next

step after the 2019 Town Meeting. (Do we bid before next year's Town Meeting or not? This will have to be worked out.)

We need to protect ourselves from going down the road of specifics at Town Meeting – we're not discussing what the bookcases are going to be made out of, etc. We need to steer the discussion away from that sort of detail and focus the community on moving forward. We're not asking for permission to spend \$1M at this meeting; we're asking for permission to put together the best package with input from the community, along with options for people to vote on at the 2019 Town Meeting. At that point, nothing will be a surprise – they'll be included in the discussion along the way.

We need a maximum bond/loan number (adjusted for inflation); Bill suggests making this 50% of the total cost, instead of a specific number. That way, we can say that next year, we'll bring you a perfectly acceptable building with options, if you want to choose upgrades that you think are worthwhile in the long run, we can add those on. Our town has done a good job of choosing wisely in the past, so we're making them part of the process. It's the town's library! After we meet the minimum requirements, it's up to the community what they want to include. Can we put a cap on the amount of money we'll ask the public to contribute?

Joe sat on a committee during the time that PRML was planning their building, and the takeaway was that each side of town needs its own town center. This was discussed 20 years ago, and we will likely discuss it again.

We'll need to make it clear that it costs more to fix the existing building than it does to tear it down and build it new. The Town Garage has issues, the school has issues, so we can only do what the public will support, but this is a good moment to start on this particular project. People will ask how Thom Lappin built a building two years ago for \$400K. Bill noted that Thom's will likely need significant renovation in about 15 years. A library is a public building that needs to last for more like 50-100 years. (You can build cheap, or you can build right.)

We should highlight that we're trying to keep this reasonable, not compete with PRML or build something crazy. 3600 square feet is modest.

Over the next year, should we evaluate necessary library space vs. necessary community space? We'll want to make sure that community space/meeting room is adequate, and that feels like a very important part of the building project. Is there functionality overlap with anything at the school? It was noted that it's difficult to prepare food at the school, and that there's not a good-sized room for community events (the Music Room is full of instruments, and is not available during the day). The more utility the community sees in this new building, the more willing they're going to be to pay for it. But Mary pointed out that we need to make sure that the library has enough room for a handicap bathroom, clearance around shelves, etc., in addition to the basic library needs.

What's on the docket for next year's Town Meeting? Anything else big coming up? The Town Garage is at least 3 years down the road, probably more. Payments we've been making to public libraries by paying off PRML would transfer to Meriden Library – which would mean a net zero change to residents' tax bills. We can surely get a great mortgage rate.

Judy noted that Shelly Hatfield writes grants for a living; she's written grants for the school. Perhaps we could talk to her about fundraising.

This group will likely need to break in two moving forward – one group focused on discussing decisions about the new building itself (a sounding board of sorts), another focused on fundraising. (The Trustees and Friends of the Meriden Library are not interested in spearheading the fundraising efforts; the Trustees will need to appoint a committee of volunteers to do that.) These two groups will need to be communicating regularly. Judy pointed out that the Meriden Friends fly low under the radar; Suzanne noted that's because they saw some of the things that happened during the building of PRML. Mary explained that the FOML had to start fresh a few years back, but are very active with library events. They will be champions of this project, but they don't want to be responsible for the fundraising. There are organizations in the Upper Valley that will be willing to make donations to this – it's just a matter of finding them.

Shawn noted that we're not spending wasteful money on the front end for something that's going to come in at too high of a cost; as a taxpayer, this process is much more structured. The best part is that we're going to tell them the maximum impact on their wallet – we'll cater the timeframe and scope of the project to that, instead of the other way around.

Paul will want this whole discussion to be 15-30 minutes, so this is not a huge, lengthy presentation with a detailed line of questioning. (This is Article 7, and will likely fall after lunch.)

For now, what we have is an educated guess; next year we need a hard number to take to Town Meeting. That process is tricky, but we don't want to show up at Town Meeting with something significantly higher than what we initially promised. The real goal is to tell the town that this is an investigation – we're in the process. If you want us to stop, vote no. If you want us to keep going, vote yes. If you vote yes, we'll bring you something within these parameters next year and we expect that you'll likely approve it.

Bill suggests that what's worked well with the school meetings is a give-and-take discussion – that's where we'll go at Town Meeting once the ball is passed to Bill, Shawn, and Brad. They'll discuss specifics, numbers, and open it up to dialogue. A question and answer format is the easiest way to get to a yes. Shawn says we should steer the conversation toward the process of how we're going to move forward figuring out the building design. Steve will help lead a financial discussion.

Meeting adjourned at 8:19pm.

Meriden Library Building Committee

April 10, 2018

Meriden Town Hall

Draft Minutes

Present: Brad Atwater, Shawn Rogers, Bill Knight, Leeli Bonney, Judy Hallam, Terri Crane, Chris Dye, Suzanne Spencer, Steve Halleran

The meeting began at 7:00 pm.

The committee discussed Brad's progress in the design and agreed to the simple rectangular design. The committee discussed the need for public outreach and would like to have scale models of the proposed building in both libraries and the town office if possible. The building committee will meet twice monthly going forward.

The meeting adjourned at 8:30 pm.

Meriden Library Building Committee
May 1, 2018
Meriden Town Hall
Draft Minutes

Present: Brad Atwater, Chris Dye, Steve Halleran, Mary King, Shannon Decker, Judy Hallam, Bill Knight, Suzanne Spencer, Terri Crane

Meeting called to order at 7:05pm.

The Finance Committee met today at 12:30. The takeaway is that we need to move forward quickly with establishing a foundation, so we can accept donations from other foundations and groups. Chris is the point person for getting the application filled out. Five people have been identified as Finance Committee officers, and the group will meet again in two weeks. They will continue to search for people to serve on a fundraising steering committee, which will be separate from the Finance Committee appointed by the Trustees.

Mary offered clarity on the need for a foundation. Trustees and town can accept funds, but not all funds. Certain grants (ie Claremont Savings Bank grant) will not donate to municipalities; donors also cannot give anonymously to the town, so we'd need a foundation to accept anonymous donations. It needs to be a priority to establish this foundation quickly, without spending any money (reviewed pro bono). This is generally a cleaner way to raise money, and very little maintenance once it's up and running. By June/July, the Finance Committee needs some fairly firm building costs to present to people as fundraising amps up.

The Outreach Group is currently very small (Chris Dye and Terri Crane), but will probably ultimately team up with the Finance Committee to distribute brochures, etc. Webmaster Mike is back in town, so he can build a page when we're ready.

Brad had RFP take samples for hazardous waste assessment last Friday; he should get a verbal report this week and a written report next week. This process will identify what materials in the existing Meriden Library are hazardous, which leads to how they should be handled. So far, nothing alarming or unexpected has popped up.

Brad is also trying to figure out who in town is willing to volunteer for what, to keep costs down. Could we build this project using local resources? We would like to have an architectural firm on hand that we would use a la carte, only when needed. Brad had a conversation with Chris Kennedy from UK Architects and is waiting for his feedback/numbers, so we can make a decision about whether or not we'd like to go that route. Brad also met with Jeff Albright about the arced driveway in front of the building and whether or not that was a good idea. Jeff's feedback was that the arc could work and be made reasonably safe.

Brad and Mary have been calculating what space they need in each category of the library, and analyzing the current space and how it's used. Now they have a spreadsheet that gives them a template for space needs. (The calculated need comes in very close to 3600 square feet, based on specific data about how many books we have, periodicals, etc.) Much of the furniture and bookcases can be reused. Very soon, we need to look at the basic shell/site and know that the vision for the building lines up with location, site. That way, we can draw up a model and get feedback from the public before moving further.

Judy asks if the meeting room could be dual purpose, with stacks along the walls or rolling shelves (since we'll be losing storage space by making aisles ADA compliant). Mary would like the meeting room to be as flexible as possible, with minimal furniture so we can rotate in toddler tables, adult tables, open space for events, etc. We also need a storage closet that can house all of those materials when not in use. We're planning to remove the full-size kitchen concept in favor of a kitchenette and more functional library space.

Who tells us how to situate the building on the site? Bill and Brad have both sited buildings on lots, but architects do it, too. It's also important to consider orientation for possible solar panels. Steve points out that it's a fairly small lot, so there aren't many options for orientation. Brad would like to meet with the MacNamaras (who live in the house next door to the lot). Possibly add a row of trees or shrubs to separate the lots? This discussion is on Brad's to-do list as a place to start when thinking about siting.

Shawn wants to get the existing topography modeled, but there is also the option for recontouring tailored to the new building.

We've advertised to the public that this is a very modest, simple project in keeping with the Village of Meriden, so it's important to keep it that way – a simple rectangular building with simple systems. The town doesn't want a complex building. Aesthetics are important so that it fits into Meriden. When we see a model, it may feel too big, so we need to be prepared to make adjustments.

We need to move ahead with public outreach. It makes sense to have the first public event once 3D models of the new building are available. By the end of this week, we should know when we'll have a model. The outreach group will come up with a plan for this kickoff public event, community-wide – we need to find a way to engage the town. We want to give the public a chance to see what we've done before we go too far down a road. We're close to having something to show the public, but not quite there yet.

The library's current utility bill is high, so it's going to be easy to improve upon it. When a shell design is available, Bill can fill in the details about windows/insulation/heating – an energy budget.

Mary is making a spreadsheet of what we have that could be reused (with dimensions); then we can make 3D objects to drop in the drawing. It's important not to block daylight with tall bookcases. She'll get these dimensions to Brad in the next few days, and that will give us a good sense of whether or not using this furniture will work. It will dictate window

placement, etc. We'd like to use casework to delineate spaces, rather than building in partitions.

A rectangular building is best (40x90), but Bill pointed out that there are ways to break it up aesthetically (three boxes, with the center one set back, for example). Once we see the model, we'll have a better grasp on if the rectangle looks too big for the lot.

OPR is posted to the website, will be updated with feedback from Select Board. This is the first chance to build a town building in alignment with the Ready for 100% energy statement. Bill can spec lighting design, but we have to focus on getting it right aesthetically before we can work on those details.

The Grange and TDS are both unknowns and will change in the future, but we'll keep them in mind in the hopes that the adjacent library will be part of the discussion when those buildings change.

Meeting adjourned at 8:15pm.

Meriden Library Building Committee
June 5, 2018
Meriden Town Hall
Draft Minutes

Present: Brad Atwater, Shawn Rogers, Mary King Shannon Decker, Terri Crane, Leeli Bonney

Meeting called to order at 7:00pm.

Brad and Shawn presented a topographical model of the library site to the public (in order to show the magnitude of the building and how it works on the site), along with a summary of the building committee's work to date.

The current library sits high on the site and therefore has no water issues. Where do you site the new building? Property is approximately 200' x 200' (just slightly off square). Town zoning ordinance specifies a specific ratio of permeable to impermeable materials, and a certain number of parking spots. The amount of space we have to work with for a building is pretty clear; the only variant is the shape the building might take. Current idea is for the building to be closer to the front of the lot, with parking on the side and/or back.

Have discussed access with TDS, and using their driveway as a secondary access point may be a possibility, but we're planning preliminary access from Bean Road.

The shape and exact dimensions of the building are still changing as we determine what we need in each space, but in 30-60 days we should have that solidified.

At this point, the floor was opened to questions from the public.

Q: What's the necessity for another community room?

A: That was asked and answered at Town Meeting. This began as an ADA compliancy issue, but has evolved from there over many years of study and committee work. Right now, we're looking at meeting our objective of bringing a building package to Town Meeting. At that point, the community will have a chance to vote on it. Tonight is about "how," not "if." Steve Halleran can speak to when the different votes were made to get us to this point.

Shawn mentioned that the meeting space has been discussed in detail. It would have separate entry, making it accessible by the public during the library's off-hours, which could hold approximately 40 people. Meeting space at PRML is getting a lot of good use, and we'd like something similar at the Meriden Library.

It was also noted that the library space would be mostly used for stacks, and the meeting room could be used to accommodate large numbers of kids for story time, after-school programs (Mary has had to turn kids away because of space constraints), summer programming in case of poor weather, etc.

Q: Do you have an idea of what this will cost?

A: At Town Meeting, we said that we would bring a package to the town for \$1M or less. ~\$250K already exists; remaining funds will be split between fundraising and town commitment. Community will have a chance to speak on the details at Town Meeting 2019.

We're looking at a simple, rectangular construction, trussed roof, heating systems in the roof, ADA accessible. Square footage of this building is what we already have, plus a few extra things (for a total of 3600 square feet with 24 parking spaces). We're being very prudent about making sure that this is not overdone.

Q: Have you looked at builders/builder costs?

A: We're fortunate to have a lot of very qualified volunteers in town. We will have to use architects and engineers, but we'll use them a la carte. We'd love to possibly take this on with all Plainfield folks running the job; Brad is having conversations to gauge the interest level in this.

Vicki Ramos-Glew mentioned Geo Barns as a wonderful, cost-effective company that would be worth considering if we wanted a barn-style building.

Fire safety review comes after the schematic design plan. It all starts with what we want. The world has evolved, and we expect different things from our public buildings than we did in 1966.

Q: Does a new building need a sprinkler system?

A: This size building on grade does not require that. Over 4000 square feet might require one. Brad has had preliminary discussions with fire marshals and so far, so good. Some members of the public expressed concern that leaving out a sprinkler system would be a mistake. Brad and Shawn spoke to the logistics of adding sprinklers (water tank source, generator backup, large expenses). The fire marshal has suggested keeping things simple.

Shawn spoke to the idea of bidding on work and what builders we might use. We're going to take packages and put them out to preselected parties, rather than letting builders bid on a more vague plan and return with a wide range of bids. We're planning to use taxpayers' dollars in a way that will get us the best deal. We'll be getting competitive numbers, known on the front end and visible to the public. We need to figure out the "what" before we determine who will be doing it.

We'll have full control over the building components to get the high-efficiency heating/cooling system that we want, rather than trying to fit that system into an existing building. This process is the best of both worlds; you get to design the building and have control over exactly where you spend your tax dollars. Operational cost of the new building will be pennies on the dollar compared to the existing building. We're designing it to be a very energy-efficient building, and the community will be the beneficiaries of that. This building should easily be current and serviceable for 50-100 years; we're not looking at a 5-10 year scenario.

Q: Will Betty Ann Dole's memory bench have a place of honor on the new site?

A: Yes, that will absolutely be taken into account.

Q: Will parking be all paved or gravel? Is gravel considered permeable?

A: Gravel is technically considered impermeable per our ordinance. We're looking at gravel for most, possibly all vehicle travel surfaces; there are also asphalt mixes that might work in the front arc. It's important to have some hard surfaces for wheelchair accessibility and curbing so people know where to walk and don't walk in vehicle travel paths (especially with kids at the library frequently).

Q: Does TDS own that driveway, or do they have right of way?

A: Brad believes that their property has frontage on the street, so they own the driveway. One idea is to have the library's driveway on the other side of the building, to avoid parallel driveways and to keep headlight arcs away from the property next door, but the final layout has not been decided.

Q: Most of the Meriden Bird Club artifacts are out of the Meriden Library basement, but have been moved from place to place. They're wonderful historical artifacts, but aren't being utilized or displayed. Bird Club may be in a financial position to contribute to a portion of this library.

A: There are transition spaces in the library where we can display things of interest to the community. Maybe on a rotating basis? A 6' x 6' glass case wouldn't be big enough; would want something more like an alcove. Would this be encroaching on the library? If the new building is almost too small to begin with, can we accommodate something like this? The storage issue is a separate need. Brad and Mary would need more details to understand whether or not this could be accommodated. What the Bird Club really wants is for the public to see the valuable things they have to offer; Steve Taylor would have to speak to storage of the rest of the items.

Q: Will there be adequate space out back for the kids to play outside/summer programming?

A: Brad has rearranged parking to preserve the backyard, but these are just the kind of things we need to hear at this stage so we can tweak the design to fit.

Shawn mentioned that this building project will not increase taxes; this project will take over the bond payments for PRML, which just ended this year. This seems like the most ideal, least painful time to do this, and our scale for this project has been determined with this number in mind. We already have \$250K, waiting for this kind of project.

Moving forward, you'll be able to see real, tangible models, 3D digital models, and files/plans on the website once the design is more finalized. We'll have two more of these kinds of meetings over the summer, and beyond that we'll be pricing things out. Warned meetings are the first and third Tuesday of every month, and are open to the public.

Meeting adjourned at 8:30pm.

Meriden Library Building Committee
6.19.18
Meeting Minutes

Present: Brad Atwater, Chris Dye, Judy Hallam, Steve Halleran, Shannon Decker, Terri Crane, Mary King

Meeting called to order at 7:04pm.

Brad noted that the intention of this meeting is to review the new building plan, check in with different subcommittees, and look at our meeting schedule for the rest of the summer.

(If the new building layout looks good to the group, Brad will check in with Bill about the energy plan and how this layout affects that. Bill is unable to make this meeting.)

By the end of June, Brad wants to have a confirmation of our budget range; building layout needs to be confirmed in order for that to happen. This new building layout was a result of Brad, Mary, and Terri discussing shortcomings of the old layout (ie. not a large enough children's room) and coming up with a fix. We don't want to go too far down this path before confirming that we can come in on budget with a contingency fund. We're close to having the data to confirm that now.

Do we think that 24 parking spaces was based on only one flavor of looking at our ordinance — are there other ways to look at it? Is 24 spaces the max we'll ever need? If we have room to expand, maybe we don't have to create all of the parking right now. In theory, we could keep going back as far as we need to parallel to the TDS parking area. Steve thinks, at a minimum, we'd build a lot that meets whatever the largest event is that the library holds. This would be a guess, since we don't have a meeting room now and we don't know how many people would show up to an event in that room. We'd have to come up with an average, based on a variety of events. Guidelines say we can look at the maximum capacity of the meeting room, divide that by 3, and that's the number of parking spaces we need.

Brad had put some feelers out to UK Architects about getting some services a la carte. It's hard to ask them to operate differently; they like to control the process, both creatively and organizationally. The a la carte they provided included more of a whole picture, rather than individual pieces. Their price for the management of this project came out between \$73k-\$76k, which is high. Brad also talked to someone about site work. They gave a wide range of \$30k-\$120k, depending on a variety of factors.

Mary and Terri have existing furniture pieces cut to scale, which they can move around the design layout and make sure everything fits and is functional. They should be able to give the OK on the footprint (or request tweaks) within a week or so. Then we'll have a lot more

to go back to contractors and suppliers with. We can fine-tune our material list and get more specific with the numbers.

We've spent some money on the hazardous waste analysis, and they're putting together a package for what that would cost and how it would be done.

We have the support of the Selectmen and the Trustees, but it's this committee that makes the decision about the size and shape of the building. By the time we get to Town Meeting, we'll have a building we believe in. And by then, we'll have bids and proposals in hand. Pretty soon, this is going to have momentum and the pieces will start fitting together.

Mary and Terri are excited about the new layout and things are looking good, in terms of fitting furniture/function in the new space. They've had the plan on display in the library, and patrons have been asking questions. The overall feedback has been very positive. If Mary wants to sit down with a professional about the interior design, there are library design firms that consult for free (Tucker Interiors), but expect that we'd be purchasing necessary furnishings from them once the plan is approved. Mary would be completely honest with them up front about what our purchasing needs might be.

July 18 Selectboard Meeting: Should have a summit with the Selectmen and Board of Trustees, give an update and get the layout approved so Brad can keep moving ahead.

Bill's experience with the energy retrofitting of the school will be extremely useful as we start from scratch with this building. We want to put the materials in that will reduce our energy bill. There's a simple way to approach the basic shell of the building (LaValley bringing in wooden frame walls, having a company come in to spray foam, wooden truss for the roof), unlike what was done at PRML, since that involved adding on to an existing building. If the shell is basic, maybe then we can invest some money in hiring someone to dress things up aesthetically — stonework, etc. The set of contractors that's used to setting steel is different than the set of contractors that's used to building with wood. Nothing in the design so far has driven us to another construction method; wood is the cheapest, so that's where we plan to start. This looks like a big house, so maybe we can build it like a big house unless we're told otherwise. Brad did speak to the state, and confirmed that an architect isn't required on a building of this size and scale overseen by design professionals in the community. Brad's expectation is that we could spend a few thousand dollars with a few different design professionals to make sure we get what we need (site work analyst, structural engineer, etc.).

Would we be required to have an automatic push-button entry door? Judy noted that this is required if the building is over 5,000 square feet. She also pointed out that the push-button at APD is not in a location where someone in a wheelchair can actually reach it. This is something we'll want to keep in mind as we move ahead, depending upon whether or not we include a push-button entry.

Mary wonders if this is the time to talk with Tucker Interiors to make sure we're using the space appropriately and not missing anything important. This feels like the next step, and

Brad agrees. Mary also plans to talk to other librarians who have done this recently, to find out who they used. It would be nice to use a space planner who is experienced with working on libraries. Mary has more concerns about making sure the storage space is adequate, but the furniture looks like it will fit in various different formations. When we get to the lighting stage, perhaps Tucker Interiors would have someone to recommend that they've used before. Our libraries have just switched to the Massachusetts Higher Education Consortium, and they have an extensive list of vendors we could reference when we reach that point.

We hope to have greenbelt/shrubbery along the boundary between the library and TDS driveways. Brad left the arc for aesthetic reasons; it keeps a connection to the street. It's wide enough that cars can park right there and get out easily. It's the everyday parking, maintains the flow with a sidewalk next to it (on the building side). If we did gravel in the parking lot, we might consider doing asphalt in the front arc. And if we ended up liking the asphalt, it's something we could add to the parking area later.

Can we look at changing our schedule for the summer? First Tuesday in July is July 3rd, which most people won't be able to make. We'll meet on July 10th and July 24th; the week between, we'd have the Select Board meeting on July 18th. That gives everyone three weeks to do homework, get our ducks in a row on the 10th, and go to the Select Board on the 18th. We're going to meet with the Select Board to update them on our progress; at that time, we hope to be able to say to them that this is our vision for the building, we're in the process of a second pass at the budget. After talking to the Select Board, we will have committed. Then we can ask Shawn for an updated model to put on display, advertise that in PlainFacts.

Outreach committee is waiting for building layout to be finalized before they make their next steps. Do we know what sequence of outreach events we're going to do? Not yet, as the committee is very small.

Mary gave an update on the establishment of a Meriden Library Foundation. It has been formed and registered with the state of NH; we have five officers; application to the IRS is in process; need to open a bank account and register with division of charitable trust. Tomorrow they will be putting a letter in the mail to the Byrne Foundation asking for \$50,000. We will likely have to match that in the community. We have one family in town that has made a significant pledge. People who are supporters are starting to come out. No one on the Foundation is able to head up the Fundraising Steering Committee; we need one or two people to step into that role by August 1st. Foundation and Fundraising need to work closely together to determine how much money is coming from each branch. We need a substantial showing of funds by the time the warrant article is brought forth. The fundraising trajectory will determine the timeline. We have 9 months; can we lay out the plan for a trajectory that will get us there in time? That helps determine when we need brochures, artwork for brochures, etc. The Foundation will look at a plan/timeline at next week's meeting.

Meeting adjourned at 9:00pm.

Meriden Library Building Committee
Meeting Notes
7.10.18

Present: Brad Atwater, Steve Halleran, Chris Dye, Judy Hallam, Leeli Bonney, Shannon Decker

Meeting called to order at 7:00pm.

The Meriden Library Foundation's work is to establish itself, so they are currently pulling together a list of things to apply for. Tomorrow, an application will go to the IRS and Attorney General's office. A letter has gone to the Byrne Foundation; Dorothy Byrne will give us \$50,000 if we raise \$200,000. One other family has made a significant pledge so far. We have about \$250,000 already, so we need \$200,000 additional and then will accrue that \$50,000. We're asking for pledges instead of donations right now; if this doesn't go through, we don't want to be in a position to have to hand back money. None of the Foundation members wants to lead the fundraising; Mary has been working hard to find and identify who that person will be, and is getting closer to finding someone. How close can we get to 100% participation within Meriden? The major push is going to have to happen between September-December, once people are back from summer plans. It would be useful if we had people on the Plainfield Village side of town showing support, too. We don't want to lose momentum or bump up against other upcoming town projects, but making this a two-year project isn't out of the question.

The Outreach Committee needs manpower; a few people have been identified who might join the group. There will be overlap between Outreach and the Foundation. Why can't they be the same thing? The Outreach Committee is more about supporting the project, focus groups, having input in advance of Town Meeting, etc. – not just fundraising. What are ways of communicating with the public? PlainFacts, Facebook, Cornish Connect, mail. Mary does have \$500 from the Tasker Foundation to be used for fundraising/outreach – it could be used for mailings. We want this to be a community effort, and to really highlight community involvement.

There have been some tweaks to the building design layout as Brad, Mary, and Terri have discussed details. For example, all tables and chairs can fit in the meeting room or all fit in the storage closet. There would also be a separate closet for craft supplies/kid items. They also made the bathrooms slightly larger to accommodate doors swinging in, instead of out, at the suggestion of UK Architects. Is it also worth looking at pocket doors? The logistics of that could be tricky. There's still an entry vestibule, and a lobby space separating the library and the meeting room with no vestibule. Now the layout is slightly over 3600 square feet, but still works on the lot and meets all requirements, and all furniture fits fine so far.

In August, there will be tests to do soil analysis (necessary for main structure and foundation). Brad is proceeding with gathering the other base data that we'll need going

forward, and this will also inform real numbers in the budget. Brad met with Bill Knight about shell design. Brad will give Bill details about walls, windows, doors, and Bill will be able to determine mechanical numbers and operating costs. Brad and Mary have been discussing the look and feel of the building – start looking at buildings we like, determining what we like about them, and bringing that back for discussion. Do we reach out to the community for feedback about the look?

Brad, Bill, and Thom Lappin discussed the existing building, and Thom expressed interest in taking the building – picking it up and moving it elsewhere. You can move the building without disturbing the hazardous material. Is it worthwhile to offer this to the community and see if anyone wants the existing building? (lot between Bean Road and the Deli Mart. Would they want the building for that land?)

Shawn is working on the model based on the latest scale drawings. We'll have that for the Select Board Meeting on July 18th, along with the Trustees, a fundraising update from the Foundation, and a building/budget presentation from Brad. Bill suggested that modular installation could meet our energy-efficient requirements and still go up quickly. This is the first town building of the Ready For 100 plan, and will carry lower operating costs in the future (on a per square foot basis). We'd like to get to lower total operating cost for this new building, even though the footprint will be 3600 square feet instead of 2400 square feet over a 1200 square foot, two-story footprint. Can we get Norwich Technologies to donate solar panels to the project? They have many connections to this community.

At this point, the current plan is what we're going with, unless Mary and Terri discover that something won't fit. On Thursday, the woman from Tucker Interiors is coming to meet with Mary and Terri and consult, based on our current furnishings.

Current trees on the lot might have to go, based on where the building will sit. One option is to take the wood from those trees and turn the lumber into benches, countertop, or some other fixture for the library building.

We want people to come to the Select Board Meeting, and are reaching out to the community to attend and comment. The library portion of the meeting will start at 7 at the Meriden Town Hall. Perhaps give the board a few-minute break to circulate and look at the materials, generate questions, and so on.

Meeting adjourned at 8:35pm.

Meriden Library Building Committee

July 18, 2019

Meriden Town Hall

Draft Minutes

Present: Brad Atwater, Shawn Rogers, Bill Knight, Chris Dye, Joe Crate, Judy Hallam, Leeli Bonney, Suzanne Spencer, Mary King, director

Absent: Shannon Decker, Nancy Liston

The Building Committee began its presentation at 7:10 pm.

As a way of updating the Board of Trustees, the Selectmen and the public the Meriden Building Committee made a presentation on their progress. Brad Atwater explained the conceptual design process that has been followed and has led to the chosen shape. As previously discussed, the new building will be on a slab and will include a meeting room; total size is 3,700 sq ft. The current building is 2,400 sq ft. but does not include a meeting space. Brad's next phase is to begin to really drill down on costs for the complete project. Shawn Rogers showed the group a three dimensional to scale model of the new building that he has developed. The model is a great tool to see how the new building interacts with neighboring properties.

Joe Crate provided the group an update on the fundraising efforts to date. A private foundation has been set up and the group has received several donations and pledges. The group continues to feel it can meet its fundraising goals for the 2019 town meeting.

Plainfield resident Diane Rogers addressed the group to remind them that the Plainfield library is fully ADA accessible. She complained that the Friends of PRML weren't receiving the recognition she felt the group deserved for raising money for the library.

Diane Rogers turned to Judy Hallam and demanded to know why she didn't use PRML. Select board member Ron Eberhardt told Diane Rogers that she can make a comment about any issue, but it was not appropriate to make it personal.

Joe Crate stated that the town approved and paid \$400,000 for the renovation of PRML.

The meeting adjourned at 9 pm.

Meriden Library Building Committee
9.4.18
Meriden Library and Meriden Town Offices

Present: Brad Atwater, Chris Dye, Joe Crate, Terri Crane, Mary King, Nancy Liston, Judy Hallam, Suzanne Spencer, Leeli Bonney, Steve Halleran

Meeting called to order at 7:00pm at the Meriden Library. The group reviewed the site plan as it relates to the existing library building and looked at it on the site itself.

Meeting moved to the Meriden Town Offices at 7:30pm.

Mary gave an update on the Meriden Library Foundation. They're putting together outreach materials, brochures, etc. They had a good meeting with Jill Marshall, and now are kicking into high gear with the fundraising.

Nancy Liston asked why building a new Meriden Library has to be a vote at Town Meeting. Brad explained that it's because of the appropriation, and all money issues are historically a ballot vote in Plainfield.

Brad has reached a point where we have a plan we like, have verified that it will work functionally, and it meets feedback we've gotten from the public. Now, to complete our mission by Town Meeting, we're getting into a crunch period — we can't put off more detailed design/contracts much longer.

There are four paths we could choose from right now:

- 1.) Full speed ahead: We have every reason to believe that we can meet our budget, no reactions from the public are deal-killers, nothing is telling us to stop. If we follow this path, the next step is to start getting more detailed design (\$17-20k for the complete design package up until just before the shell is erected; would also need a contract for site engineering) and signing contracts.
- 2.) Cautious advance: Brad continues to tease out the numbers on his own to try and solidify them more before entering into any contracts.
- 3.) Take a break: Pause for 30-45 days to let the fundraising ramp up before moving ahead.
- 4.) Stop completely: We have received some feedback revisiting the original question about wanting a second library at all; how much weight do we give it? Or are we a subset that has been given a mission, and we need to focus on our mission?

We would have bailout clauses for any of these paths, to stop spending money if it becomes clear that the budget is going to be exceeded in the long run.

We're creating our own novel approach by teaming up with a design-build firm for the things they do particularly well (the building shell), but using other resources for those activities that are outside their normal scope, like site work.

Following our current path at the necessary rate, we could be pushing \$60-70k total to have a firm package ready to pitch to a contractor before the holidays, in order to get a response before Town Meeting 2019. This is a big expenditure up front, but would also give us the highest amount of confidence in our numbers moving ahead.

There is some volume of questioning the basic idea of creating a new library. Judy Hallam mentioned that she has been here for 26 years and those voices have always been present, so she would vote for moving full speed ahead. Suzanne Spencer recalled that no one spoke out at the 2018 Town Meeting against the \$25k vote, and it passed overwhelmingly. Joe Crate has been involved in this process since 1996. There will be dissent no matter what we do; the last two Town Meetings told us that the Meriden Library is important to the town as a whole. It is now time to just do it.

Steve explained that we don't have enough money to do what Brad needs to do before Town Meeting. The Plainfield Library Trustees need to vote to release \$25-40k of their funds to keep this moving full steam ahead. These are Trustee-designated funds; at least three Trustees have to approve this. The next Trustee meeting is on 9/17. Suzanne doesn't think this would need to be a public hearing, but will confirm.

This is a process, and we have to continue it one way or another if we're going to bring this project to Town Meeting next year. We have to spend the money in order to have a chance of succeeding at Town Meeting. Joe and Chris both spoke to the fact that the Fundraising Committee feels optimistic about the ability to raise the necessary funds to reach our \$500K goal.

We hope to work with a design-build team that will put the building together; when they give us a number, that's what it will cost. We're not going to Town Meeting with a soft number. We're going to avoid that, but we need to spend some money to avoid it.

The group consensus is to keep going, by means of a Trustee vote on funds. Brad will firm up contract fees in the meantime and give the Trustees his best estimate. This is planned to be part of the \$1M total, not an additional cost.

When will fundraising letters go out? The Foundation is working to get some larger donors, and already has a few. The letter and brochure is being worked on as we speak. A community-wide letter from the Meriden Library Foundation is planned to go out in October.

The idea here is that you're always investing in your community. For the last ten years it was Philip Read, for the next ten it could be the Meriden Library, then maybe it's the Highway Garage, etc. Steve noted that some people are of the opinion that two libraries are

not necessary, which is a defensible position. It is the position of this committee, however, that we have a mission, and the next step is to get the detailed design necessary to increase the accuracy of the budget. This requires outside assistance, which will cost money, but it is the appropriate next step in our process.

Meeting adjourned at 8:38pm.

Meriden Library Building Committee
10.16.18

Present: Brad Atwater, Mary King, Chris Dye, Terri Crane, Leeli Bonney, Suzanne Spencer, Judy Hallam, Bill Knight, Shannon Decker

Meeting called to order at 7:00pm.

First, Mary offered some updates. The Foundation has been moving ahead with fundraising plans. A fundraising committee has been formed. The Foundation is not yet officially approved by the IRS as a 501(c)(3). Approval was due, but we've called and it's listed as "in process." This isn't an obstacle right now, since we're only asking for pledges and not money. A fundraising letter will go out to a mailing list by late October, followed by an open house at the Meriden Library. Suzanne called an administrative Library Trustee meeting for next week, so the Trustees can approve and cosign the letter.

A group of volunteers is working on an informational brochure, which is getting closer to completion. A lot of work has been happening behind the scenes, producing informational material!

Brad filled the group in on what's happening with the building and site. We've now entered into a review contract with Pathways Engineering. Yesterday, a wetlands scientist reviewed the back area behind the library and is writing up a report so we can do our due diligence. Brad, Steve, Mary, Terri, and Alan from Pathways Engineering had a kickoff meeting. Alan pitched a more street-friendly site plan without the front arc.

Brad also met with the Bensonwood architects. They like Pathways' plan and had other ideas for the building that would cut costs, including lopping off the front entry, changing the roof lines, etc. Their first pass design should come in the next week or two. We've asked them not to exceed \$800k, since we'll need up to \$200k for site work. They've proposed some options like cathedral ceilings, and we'll see what kind of New England architecture they can include within our budget. We may want to explore options like a brick exterior and simpler interior finishes.

What's the view on the new proposed site plan? Do we want to move all parking to the side and do something different with the front yard? In that case, the main entrance would move to the side, too. If it's practical and saves us significant money, will that work for us? Originally, the arc was included for ADA parking, to mirror what we already had, and to recognize vehicles as the primary mode of accessing the library. Bill recommends keeping the arc or having NO parallel parking. How important is the front door? There's a benefit to having a front entrance – security, keeping the circulation desk near the entry. How does the dropbox work if there's no front arc? People like accessing that from their car without getting out; we'll also want to make sure it's not too far from the building for staff carrying books inside. If there's no front arc, could we put a dropbox just inside the parking lot entrance?

Would we create a minimized door that led to a courtyard with seating, meant for using library materials? Or a porch look on the front, covered with sitting space and a minimized door? That's something we could add down the line to keep costs down right now.

Chris suggested possibly moving the building back on the lot and putting the parking lot out front. The group wondered if people really want to see cars, or if they want to see the library itself from the road. What things do we care about most? This conversation is all about looking at the cost benefit of alternate options.

In terms of parking, what is most efficient in terms of winter snow removal? Keeping things straight-lined is helpful for quick plowing. Pavement is preferable because it doesn't have to be fixed/raked in the spring. Brad suggests paving 6-8 main parking spaces and making the rest of the lot gravel.

The group discussed making sure there's an easy place to drop off children/elderly patrons in rain or snow. We'd also like to consider walkways from the road to accommodate early dismissal bus dropoffs and preschoolers walking down from KUA.

If we change the site plan, is the building putting its shoulder to the road instead of its face? Or does it not matter, because we're car-centric and see the face as we pull into the lot? If we leave the entryway but eliminate the front arc, we're looking at approximately \$75-80k in savings. Taking that front vestibule out could be an additional \$20-30k in savings. So with approximately \$100k in savings, we may have to alter some other things, but could end up with something like \$50k back in our pocket.

Now that we've established our initial vision of the interior, it's easier to visualize different interior arrangements and feel confident that everything will fit. Bensonwood may be optimizing the interior layout for efficiency. They'll video conference with us to present their plan. Pathways can't move much further ahead without seeing Bensonwood's pass. We'll likely have a few iterations with Bensonwood. Within three weeks, we should have seen the first pass of Bensonwood's plan and know when the final will be available. They can also provide marketing materials for the brochure and website within 30 days or so.

Mary noted that she's excited about possible cathedral ceilings. It's not a big building, so tall ceilings would give it a more expansive feeling, as well as more natural light over the shelving.

Brad mentioned that everyone is required to make new buildings energy efficient to a certain base level. If you go beyond that, the utility companies offer serious benefits. Brad has a meeting with Liberty Utilities penciled in.

What amount of money should we be setting aside for the move? TDS may be willing to let us store materials. Would we also have a satellite area in Meriden with a small collection for the time when the library is unavailable? Mary will look into the costs of rental containers for storage.

Brad will pass around Bensonwood's plan when it's available, and we'll discuss it at our next meeting.

Meeting adjourned at 8:35pm.

Meriden Library Building Committee Meeting
12.4.18
Meriden Town Office

Present: Brad Atwater, Terri Crane, Mary King, Steve Halleran, Leeli Bonney, Suzanne Spencer, Shawn Rogers, Shannon Decker

Meeting called to order at 7:08pm.

Bensonwood sent a new version of the design that addresses some of our concerns a few hours before the meeting. Brad distributed printouts to the group and displayed the design via projector. Changes to the exterior include: removed brick from the corners, added panels above and below the windows, siding is wider, added a break over the central window, columns near entryway are wood, lopped off pergola behind the meeting room (which gets us down to \$800K). Changes to the interior include: Broke up the entryway lobby, added an airlock which we may not need (Shawn mentioned working on a Bensonwood building in the past; it was built so tightly that even without a heating system the temperature inside never dropped below 58 degrees).

We looked at our previous interior layout, in which the closets/bathrooms were in different locations. Having the closets outside the meeting room makes it harder to access the things that are stored there; having bathrooms adjacent to the meeting room presents a noise issue. We'd prefer the bathrooms adjacent to the children's area. The kitchenette doesn't require a whole room, and shouldn't be right inside the meeting room because then staff can't access it during meetings. Our previous interior layout is compatible with the Bensonwood design, so we'd like to go back to that. Shawn asks if we can redline the current Bensonwood design, mark it up, and request the handful of remaining things that need to be part of the design. The group agrees that this is a good idea at this point.

Are we confident that we're getting what we're paying for? Are we OK with the direction we're headed? Yes, generally, but there are certain system requirements coming from Bensonwood that incur costs (ie sprinkler system for wooden cathedral ceilings). Brad wants to know exactly what \$800K gets us. We need to get to a building floor plan we're comfortable with – then we can change things like siding, etc. The value of going to Bensonwood is to get a real product with a real price on it that we can take to Town Meeting. We're getting close to that comfort level. They've billed us \$8K, and provided three versions of the design that aren't quite right yet. One of our missions is to tell them clearly what we like and what we want.

Shawn sees a variety of things we could tweak (pane-glass windows vs. tilt-turn windows, clapboard shingles vs. siding, steeper slant on the roof to make it look more like a cape and less like a ranch). Mary pointed out that we've told Bensonwood that we want a highly energy-efficient building, and that's what they're providing. With this last iteration, Brad feels more comfortable giving them the list of things we feel are important to

answer/include in the design. If they object, hopefully they have a really good reason for doing so that we haven't heard yet.

The number from Bensonwood is for a finished product. They seem to really have the sense that we can build this for \$800K. Brad would like their proposal to stand on its own merits; then we can determine if there's local interest in doing some of the work for less. It's easier to present a site number and a general contracting number at Town Meeting; presenting a menu of options is going to invite a lot of questioning from taxpayers. Brad and Shawn need to discuss a list of line items with Bensonwood to confirm that everything is included in the total package; it hasn't been the right time for that yet.

Mary updated the group on the ongoing fundraising efforts. We have a goal of at least \$200K (plus we have \$50K from the Byrne Foundation); right now we have over \$100K, so we're more than halfway. We need the rest of the pledges in the next six weeks. Mary is optimistic that we're going to get there. We have the ability to raise more money even after the warrant article goes up. The more money we can raise, the more likely we're going to get a 2/3 majority vote at Town Meeting. Is all of the fundraising going to offset debt, or will fundraising go toward additional things that are not included in the current plan (ie solar panels)? If we continue to fundraise beyond Town Meeting, do we say 50% goes to offset debt, 50% goes into additional features for the building? Steve noted that anything we can do to shrink the debt before Town Meeting will help, so that should be our focus.

How much is in the budget for removing the Meriden Library? \$40-50K. There are still a lot of moving parts; can we sell the building and move it to a new site without abatement? In that case, the new owner would likely be responsible for the abatement.

Brad is interested in a clear coat to use in place of sprinklers; Shawn and Steve mentioned that paint stores have special paint for this purpose and can advise us. There's also a foam sprinkler option that is used in museums that we can explore.

In terms of design specifics, on the next round we'd like to see 4-5in narrow clapboards in place of siding. How do we feel about a sheetrock ceiling with beams vs. the current knotty pine ceiling in the design plan? Shawn noted that that fits in the category of finishes; we're not ready to talk about that yet but it will be part of the conversation with Bensonwood soon. We haven't missed the boat on changing and discussing this. Shawn also pointed out that when the volume of roof showing is similar to the volume of siding, it tends to look better. This involves changing the pitch of the roof.

Bensonwood has offered a factory tour to the building committee, showing all the different kinds of finishes we could do. Soon they'll have a CAD design that we can look at. We really need to be able to get those visuals out to people. Bensonwood did the Putney library about ten years ago, but with an architect, so it was a collaboration.

If we get the floor plan to where we like it, we can have something to show at a Loan Hearing in January. People who come to that meeting are going to be concerned about the costs, and we want to have images to show them that will help ease their fears.

Brad is going to redline the design plan, basically saying we love what you're doing, but here are the things we need to make this functional. He will bullet point the things that need to change, so it's very clear to Bensonwood what we want to see in the next round of design.

This is the first building we'll build under the Ready for 100 initiative – it's important to highlight that.

We had discussed the idea of repurposing bricks from the old building to be engraved with names of donors; we could make a patio or story walk with the bricks and help draw donations that way. Is there an option to name the library if someone puts down a huge donation? That's a Trustee decision.

We're still assuming this is on the warrant for 2019; Brad will pass Bensonwood the hearing dates (1/16/19 is the first Loan Hearing) so they understand our timeline. The timeline is critical at this point. Can we ask them for the next round by a specific date, now that it's built into their system?

Meeting adjourned at 8:48pm.

Meriden Library Building Committee
1.8.19
Meriden Town Office

Present: Brad Atwater, Shawn Rogers, Shannon Decker, Leeli Bonney, Suzanne Spencer, Terri Crane, Steve Halleran, Mary King

Meeting called to order at 7:05pm.

Brad shared the latest iteration of the building plan from Bensonwood. The entryway has been altered to better fit our needs, and bathroom doorways have been set back slightly from the hallway. We'd love to be able to offer something "nameable" (nook/alcove, furniture, garden etc.) to attract a substantial donation. For now, we are as close as we can get to being able to say we can get the building we want for \$800K or less.

Why is this building so expensive? The answer is: it isn't. This is a 3700+ square foot building, with engineering at every phase because this is a civic building being built with public money (rather than a residential building). This building is also super energy-efficient, with 4 inches of insulation under the floor, extra in the walls, and triple-pane glass windows. We can take pride in having come up with a package that fits our price point.

Pathways is doing a new drawing to show the actual building on site with elevations, grading, etc. Brad may have this site plan as soon as tomorrow. Things that could shift the final cost lower: site work numbers, getting rid of the sprinkler system if possible, right-sizing contingencies as work is clarified and costs become more defined.

What's the article going to look like? What are the numbers? We will ask for the number that will represent the maximum the loan can be, but we won't take out the loan until the end. Steve suggested that we want real, hard numbers for the warrant article that are less than \$1M for the building and \$500K for the loan. Steve needs a number for the meeting next week, so we're looking at \$975K for the project and \$487.5K for the loan. We want to even better than that at Town Meeting, to increase our chances of getting this passed.

What's the annual energy budget? The heating and cooling estimate was a few hundred dollars less than our current spending, and that was before some recent changes. Brad estimates that the annual costs might be as much as \$500 less per year, for a building that is significantly bigger.

The current estimate includes a professional lighting design with a fixture allowance, in the current plan. We may be able to reduce those costs through utility company incentives yielding lower first costs and operating costs.

At Town Meeting, people will want to know: 1.) Do we want to build a library? 2.) Do we want to commit the money? We want to tell them that we're taking the loan at the end of

the project for the exact amount spent. Shawn and Brad are paring the budget down now and will continue to do so as they get additional clarity.

Next Wednesday, 1/16: There is a public hearing at 6:30, budget hearing at 7. Paul Franklin will be here to handle questions about how things will work at Town Meeting. Brad can present first, as an educational opportunity, then open the floor for public comment. We'll have the revised site plan from Pathways, as well as the floor plan from Bensonwood to show. There will be approximately 10 minutes for the presentation and 20 minutes for comment. Steve would like to invite Energy Committee members to the hearing, so they can comment on the building's alignment with Ready for 100.

Meeting adjourned at 7:55pm.

Meriden Library Building Committee
Meeting Minutes
1.22.19

Present: Brad Atwater, Terri Crane, Mary King, Chris Dye, Suzanne Spencer, Leeli Bonney, Shannon Decker

Meeting called to order at 7:05pm.

The group viewed the digital walk-through of the library design provided by Bensonwood.

Mary gave an update on the fundraising. We're close to raising more than half the cost of the library. The trustees have \$211K. \$30K from the ADA fund can be committed to this project. We have \$190K in pledges since June '18, so we need \$9-10K more to get the \$50K donation from the Byrne Foundation. The push is on for the last bit; fundraisers are back out to get that money before February 1st. We have other applications in for funds and grants, but won't hear back before February. So the fundraising will be ongoing.

We'll have to look at the challenge of putting together a schedule once the funding is in place. Are there things that can be deferred until a year out or more: landscaping, courtyard, furnishings, etc.? These could be covered by gifts and grants that come through later. We're on hold with Bensonwood and Pathways until Town Meeting, at this point. We won't be paying for civil engineering until after the project is approved.

Brad is working on getting the Benson digital walk-through available to show on a screen at the library.

Steve asked if someone is going to try and put a building committee report in the Annual Report. This would be an informational report of what we've done, why the Meriden Library should be considered for replacement, why we've brought this plan forward – ADA, energy-efficiency, and so on. We'd need to get this to Steve next week (1-2 pages). Brad will work on this.

The Selectboard and Trustees are in favor of this project, and the Finance Committee will be deliberating about it this week. The final budget hearing is on February 6th; the Annual Report goes out on the 8th.

The Foundation is prepared to come to the budget hearing on 2/6 with a document in writing, stating the situation with fundraising. We want to get out the message that we'll continue to fundraise and have more pokers in the fire.

We may take a Bensonwood factory tour and walk through the Putney Library before Town Meeting.

Steve, Brad, and Kevin will meet in person this week or next to talk about the site plan.

One challenge of this design is the wall height and tall roof, which might make it look top-heavy from the exterior. Brad has some ideas about raising the foundation that could address this, when we get to that point. That involves altering the ADA ramp to the main entrance, so we can finesse those details as we go.

We spent the \$25K from last year's Town Meeting, plus additional funds from the trustees. For that money, we now have very high confidence in the complete design and the estimates going forward. Hiring an architect would have cost more, with less confidence in the estimates.

Next, we should work on what the presentation at Town Meeting should look like. Our February meetings will be on the 12th and 26th, so we can regroup about our Town Meeting presentation there and schedule more meetings if necessary.

After February 6th, we'd like to consider an Open House with members from the Building Committee, FOML, Trustees, and so on to show the designs and ask questions.

Meeting adjourned at 8:18pm.

Meriden Library Building Committee Meeting
Meriden Town Hall
2.26.19

Present: Brad Atwater, Shawn Rogers, Mary King, Terri Crane, Shannon Decker

The group reviewed a chart of the annual cost of the new library to taxpayers. We noted that the discussion at Town Meeting is not whether or not we need two libraries; that was discussed at Town Meeting 2017. That decision was already reached, and the mandate from Town Meeting 2018 was to put together a proposal to renovate or replace the Meriden Library. This needs to be made clear early on at this year's meeting. A lot of discussion out in the population/on social media is about whether or not we need two libraries.

The new building will be extremely efficient, and that's attractive to taxpayers. We've done our homework to make the building very tight. Mary noted that people are getting very excited about the building as they learn more about it, both at the public hearings and last week's open house. Hopefully people will show up to Town Meeting, maybe uncertain, and perhaps can be persuaded by the presentation.

Brad shared the outline for the Town Meeting presentation, which will include Bensonwood's digital walk-through, sample siding, sample wall segment. It would be nice to have the tax pie chart available to show people the exact tax implications of the library to their property. ("Where do my tax dollars go?") Generally, Brad plans to discuss the features of the building, the cost to build, operation/ongoing costs, and the effect on taxpayers.

Shawn asked: Is there an opportunity to make a handout for Town Meeting? (One sheet, multiple images of the building design, plus some key bullet points.)

The meeting minutes from 9.4.18 and 10.16.18 were revised, and the group approved the revisions.

Meeting adjourned at 8:21pm.

Meriden Library Building Committee
3.26.19

Present: Brad Atwater, Mary King, Terri Crane, Suzanne Spencer, Judy Hallam, Shannon Decker, Shawn Rogers, Chris Dye, Leeli Bonney, Steve Halleran, Scott Macleay

Scott Macleay came to the meeting with an idea: Rather than demolish the current library building, why not consider selling the building and lot, taking that money, and using the piece of property on the right-hand side at the school to build the new library? This would avoid demolition costs, and would put extra fill to use that isn't adequate for roads. This would also provide continuity of service while the new building is being built. Scott questioned the current quote of approximately ¼ of the total cost being allotted to site work; Brad clarified that that number also includes mitigation, post-testing, and demolition, plus additional contingency. (Also dirt, grading, trees, paving, sidewalks, lighting, signage, two drywells to address runoff from the street.) It's likely that the existing sitework number is fat, but we needed to bring a number to Town Meeting that we knew we could come in under.

Scott added that if we start from scratch on the school site, site work including concrete would likely be under \$100K. The site work for this would not be difficult, but because it's a public project we still need to do our due diligence. (We already did this for the current library site, and would need to do it again on a new site – wetlands paperwork, and so on.) Brad thinks this may be worth exploring the same way we explored the first site; gathering a bit of data and cross-checking it. We would first need to discuss this with the school, and would likely get significant feedback about driveways, parking, access to the school, etc.

At least two other committees have previously looked at putting the library in a different spot. We'd need to hear more of an argument from the public to turn us from the current spot; we've heard that people do like the current site and would be reluctant to turn away from it. Shawn noted that a committee he was on a few years ago (the Meriden Village Study Group) gathered data that showed people hoped to keep the library in the current location, since it was the epicenter of the current Meriden Village. This group was looking at creating a village center for Meriden. There's currently a lot of possibility with properties being on sale in that area right now.

It would be interesting to know how a school site would change visits – there may be more after-school visits, but less walkability. Steve mentioned that we'd have to start with a discussion with the school board and parents. Would they see it as positive, negative, or neutral? Past committees have discussed moving the post office to that location, and the school was not excited about having external traffic/people on site. A library may be different, but we'd need to have those discussions.

Chris noted that the library is a local resource because of the way it's located, and that we need to consider East Plainfield and outlying areas in even moving it a little further along to

the school. Scott did discuss that with Steve Beaupre, and they thought that changing the location to the school would not be an insurmountable problem.

Steve noted that what we're talking about is changing assets around: Yes, we may be able to sell the current building and land for money to put toward a new library, but then we're also using an existing resource (the lot near the school) that won't be able to be used for something else in the future. Plus, several hundreds of thousands of dollars of private money have been raised, based on this plan on this existing site. Those numbers could be affected by changing the location.

We would love to add Scott to the committee, to assist with sitework. Scott has a great deal of expertise with sitework and is willing to help and eyeball numbers for us going forward.

Steve noted that there are a lot of positives that came out of Town Meeting, and there are a lot of positives happening in Meriden Village. We got 57% of the largest Town Meeting that anyone can remember, and additional interest since the meeting. That's extremely positive. We're marching in the right direction, and this is an opportunity to be thorough and consider new ideas.

What's the path forward? We have a new Board of Trustees and a new Board of Selectmen. We need some time to see where people want to go with this, even if the majority hasn't changed. We'd also need to discuss with the School Board before considering building on the school site.

Mary gave a Foundation update: The Foundation is renewing pledges and accepting new ones. Someone has come forward with a \$200K matching pledge since Town Meeting. It will be a lot of work to do the matching piece, but the Foundation is committed to doing that. If there isn't public money being spent, Library Trustees probably have the authority to give the go-ahead. There is a political piece, so we'd want to pull the town back together and update them even without a town vote. We may not need any town money, or at least not a quantity that would require a 2/3 majority. We add to the ADA fund every year, so we'll be up to something like \$45K that could be contributed to the library next year. The timing also gets better for next year, based on what other things will be on the docket.

As Facilities Manager, Brad plans to have a graphic projecting what projects are anticipated for both the town and the school over the coming years. This would help put to rest the issue of the Town Garage, which isn't happening imminently.

So what's next? This committee will not officially disband, the Foundation will continue with fundraising, and we'll see what the Select Board and School Board think. The Building Committee may reconvene after these groups have discussed things, and after the Foundation has been able to continue their work for a bit. There are things we'd like to explore further, but those can wait for a little while.

Meeting adjourned at 8:50pm.

Meriden Library Building Committee
5.7.19

Present: Brad Atwater, Mary King, Terri Crane, Shannon Decker, Leeli Bonney, Steve Halleran

Meeting called to order at 7:05pm.

The Foundation is making plans to move forward, but the members plan to attend the Library Trustee meeting next Monday, 5/13. They need a commitment that the Trustees will be moving forward with this project. Mary has been in touch with Dick Davidson, who is now the chair of the Library Trustees and is working on an agenda for next week's meeting. Brad feels it's important for the Trustees to make their views known at this meeting. Do they support the project? Are we moving forward or tabling the project? We can't wait another meeting cycle to get a definitive answer about this. Mary is hopeful that their response will be positive. Is it helpful to have the Building Committee in the room? There may not be time for comment, but representation from the committee is important.

Brad mentioned the question of alternate sites for the new building. We worked with what we had, and didn't anticipate needing a large expansion in the near future. What we came up with gives us a reasonable sense that we can accommodate the expected function for years to come. If the information changes, or what we have at our disposal changes, we would be open to exploring that. If someone came to us (O'Leary property, Duckworth property) and offered their site, we would be open to it, but that may not be the job of the building committee. We've done what we were asked to do; the town could ask again and form a new committee, but by default that doesn't need to fall to us. Brad would like the Trustees to say full speed ahead on this project/this site, and the door is open for someone to make a persuasive case for another site if one becomes available. Do we need to get this information to the Trustees before the meeting so they're able to consider these questions in advance? Can Brad draft the questions to send to the Trustees in advance? Steve thinks this is fine, and it's good to give the Trustees a few days to think about it, especially since some of them are new to the board.

Brad was hoping Steve could get feedback about the school site at a school board meeting, but there hasn't been an opportunity. Putting the library on that site would change the environment/usage of the library itself. Mary noted that it changes the function of the building, and that the building would need to change as well (both to fit on that site, and to accommodate the influx of children that would likely use the space). Brad would want people to know that we'd have to spend approximately as much time and money looking into this site as we did with the current site. There are a lot of questions about water, curbs, parking, and so on. The library is for everyone, and there's concern that, on that site, it would become absorbed by the school. The library has a significant group of older patrons who enjoy the peace and quiet of the current location. Any new design would need to ensure continued support for that constituency.

Our committee can state that we were asked to consider the school site: We're not averse to another location, but a casual evaluation of the school site didn't have any great drivers for us to research it further. If someone else wants to make a case for it, we're all ears, but we don't see sufficient reason to change course. The library function is different and the building serves a different population if it's on the school site. A substantial number of people currently using the library are older, and changing the site is a challenge for meeting the needs of that group.

Prep work on the school site might well offset any cost savings provided by not having to knock down the current building, plus we're still consuming a town asset. There's no particular advantage of using one asset over the other. A different property offers the advantage of not giving up the library function while building the new library, but the community can let go of the service for a while during the building season. We don't know exactly how long the process would take, and won't know the construction schedule until a contract is signed. Brad guesses somewhere between 6-12 months.

There is an ongoing discussion about creating a Village Center, which also supports keeping the Meriden Library in the current location. We want to be open-minded, but we like what we've put our investment in. There's something to be said for keeping the building and site the same, and being able to say we really believed in this, and bringing it back to Town Meeting with more fundraising in place but no major changes. We also want to be open-minded. Once we have an answer from the Trustees, Brad will go back to Benson and find out what the next steps are and whether or not the costs hold.

Mary reported that there isn't much new coming from the Foundation right now; they're in a bit of a holding pattern until the Trustee meeting. Beyond that, they've been talking about potential fundraising events. Part of the next plan is to do a town-wide letter from the Foundation. Right now, the Foundation needs \$250K to get to the \$975K total.

If the Trustees support this project moving forward, it would be ideal to go back to Town Meeting needing funding of less than \$100K.

Meeting adjourned at 8:21pm.

Meriden Library Building Committee Meeting
6.27.19
Meriden Town Hall

AGENDA

- give the group a general status update on the project, including a possible timeline as we move forward
- discuss concerns about considering a new site
- review and discuss a statement from the Foundation regarding the funding of the building
- appoint a new secretary to take minutes at future meetings

Present: Brad Atwater, Mary King, Terri Crane, Shawn Rogers, Suzanne Spencer, Leeli Bonney, Shannon Decker

Meeting called to order at 7:02pm.

Mary, Shawn, and Brad took a field trip to Walpole and Keene to see some Bensonwood facilities. Mary was very impressed by the factory facility and the automation in Keene, as well as the timber peg facility in Walpole. They met with Randall and saw some design rooms with different samples of flooring, lighting, windows, ceiling, etc. Shawn was interested to see the way everything is created to make the open-air construction predictable, manageable, and quick. Bensonwood also has a branch called Unity Homes, which focuses on residential building, including small houses (900 square feet). Their pitch is that they're trying to bring quality and energy-efficiency to the masses through automation. Brad's takeaway is that he's completely comfortable backing them as the provider of our project. We want to prioritize the long-term value to the community, and Bensonwood does that level of work. We don't have to touch the shell of the building, but the interior is flexible and we can change and build upon it over time — it should last forever. The building doesn't create unnecessary waste, which is an advantage to the taxpayer. Shawn also pointed out that Bensonwood has control of their materials, so that helps avoid unforeseen changes and complications, which is a benefit to the voting public.

We had wondered if ductwork would be showing with the cathedral ceiling in our design, but on the tour, Bensonwood assured us that the mechanicals would be enclosed above the bathrooms. We haven't broached a lot of these design details with them yet, but on this trip, Brad, Mary, and Shawn were able to see a variety of options and get a sense of what Bensonwood can do.

Leeli pointed out that people in the community need to hear that this is a great investment. Now we've been to the factory, have seen what they can do, it's clear that both the build and the long-term product is a great investment. Each layer of a Bensonwood building has a different intentional life span, and everything pieces together in a flexible way so structures aren't destroyed when changes need to be made years down the line. If you assume that the

building needs to evolve to serve the public efficiently, this is a building that can do that — rather than waiting and then tearing it down or doing a huge overhaul.

Shawn feels strongly that this is not a building that should make an architectural statement within Meriden Village. If people want to work on establishing a community center, the current site is where that is happening. Bensonwood traditionally has simple, straightforward finishes, but we want to switch those up a bit to fit more within the village and KUA. This building should be accessible and inviting.

Shawn has agreed to officially do some work to develop a trim package for the interior/exterior of our building. Right now, we're waiting on clarity for funding, and there's a chance that there's a location by the school people may want us to consider. Brad is anxious to do everything we can possibly do on the building itself, but that involves billable time from Brad and Shawn. Steve still has a good deal of the \$25,000 that was already approved for this year, so that funding is available for continuing our work. Shawn proposes a fee of no more than \$500 to design trim details for the interior and exterior of our building. The roof could feel overpowering, so we need to balance it out with these details. Our current design from Bensonwood doesn't include these details yet, so the goal is to have Shawn figure this out and then have Benson place it into the design. This is the kind of work we can be doing now: phase two of the design work (design development). We can also save money in the process. Brad would get our model back in his CAD system and get everything to scale so Shawn could work from it. This billable work would also not exceed \$500. This isn't trustee money, so it's the Selectboard that really needs to vet the costs. There are other pieces of "design development" work that we can be working on. This work is something Shawn is able to do; he could walk us through the process and help us create a book of design details to hand to Benson. We would be able to save money this way, too. This could save time and negotiation, and Shawn can do it now. He can forward it to the group so we can review at our next meeting.

As we work through the design process, this committee will need to decide which portions of the project to have Bensonwood handle and when to hire local contractors. Mary pointed out that the timeline is crucial, and we'll want this to be a quick process once we're under construction and without a functioning library. Concrete and site work are two chunks of the process that we could possibly consider sourcing locally.

Steve has asked the school board for feedback on the Bonner Road site by Labor Day. The amount of money spent to accrue similar information on the site would quickly deplete whatever savings the Bonner Road site could afford us. If we'd like to pursue that site we can, but if we don't think it's the right fit, we don't have to. There has also been discussion about using the O'Leary property on the corner of Bean Road for the library, but Brad sees that as less than a 5% chance of happening. We're not ready to start over, since we've put so much time and thought into the current site. There's not any great reason for us to change course at this point.

Brad is concerned that there's a lot of design development work to be done between any approval at Town Meeting and being able to break ground and build in 2020. Is there any

way to complete that work now? If the Foundation is committed to continuing fundraising, is there any sense that we won't build next year? Waiting until Town Meeting could mean delays in the building process, which potentially gets us closer to Labor Day 2020 and colder weather before we're ready to build

Mary gave an update from the Foundation. They are moving forward with their fundraising with the goal of matching the \$200,000 pledge made after town meeting. If they are successful, and if \$975,000 is our final number, they will be within \$50,000 of the total cost of the project. There was some initial discussion about raising the whole amount of the project, but the official goal is to raise the matching \$200,000. We're hearing that people feel that the town should have some piece in the funding of this building. Is there any material we could produce that helps the fundraising process? Mary doesn't think it's necessary, but she'll look into it.

It's worth sharing the message that every dollar counts, in order to reach the group of people in town who are possibly sitting back and/or assuming this will just pass and be built. There is also a letter from the Foundation in the works to update members of the community. The main purpose of this letter is to provide updates and information.

Shannon has moved into the chair position, and so we need a new secretary for the group. Brad will look into apps that transcribe into Word docs, but we can also rotate note taking on a meeting-to-meeting basis.

Within the next six weeks, we're hoping to have trim specs from Shawn, a list of furnishings needed, and an interior floor plan (plan from Brad, configuration from Mary and Terri).

Our next meeting will be **Thursday, July 11th at 7pm.**

Meeting adjourned at 9:07pm.

Meriden Library Building Committee
7.11.19

Present: Brad Atwater, Shawn Rogers, Shannon Decker, Suzanne Spencer, Jeanne Woodward-Poor, Mary King, Leeli Bonney, Terri Crane

Shawn circulated two different versions of bid documents. We can use a hybrid method for to get the work done, since we're working with a design builder but have the option to pull out portions of the work to offer to local contractors (either before or after Benson has done the bulk of their work). That's something this group will have to recommend, so it's up to us to look at the different pieces and decide what best serves the library mission.

Would we consider a temporary space in Meriden with a cart of books while construction is underway? It would have to be staffed. Mary has mentioned to Steve that it would be nice to set something up in the Meriden Town Hall. We could also rent a construction trailer and put it on the site, so there's a space where people can observe the construction and also access the materials. Jeanne mentioned the Duckworth Museum, but it's not heated and is under contract; Brad also suggested TDS, since the building is right there. What's the value that a temporary space is worth? Setting something up would involve a cost.

We briefly discussed the Bonner Road site, but reiterated that we're waiting for feedback from the PES school board by Labor Day. Gathering data on that site will be costly, so this group won't do that until we hear back from the school board.

Shawn discussed his sample bid documents. These cover specific details that we would eventually discuss with Benson, so it's a helpful exercise to see what kinds of details are laid out. If we have an idea of what we want now, that will save us time once we get to the design details with Benson. This ultimately keeps us in control of the budget; the downside is that it takes volunteer time to look at floor tiles, light fixtures, etc. Randall at Benson can do the legwork and winnow down the options, but there's a cost in the budget associated with that (upward of \$100K).

What pieces of the new building project would we consider extracting and outsourcing to a local contractor? It's up to this group to decide what pieces make sense to extract. If we can do that this summer, we can find out if there's any interest from local contractors. If not, this is a moot point. For us, it would likely be more straightforward to just let Benson build the building, but it would also be nice to include some local contractors and have the community involved. Benson is willing to do this, as long as it works for the project as a whole. It can be difficult to ask contractors to hold a spot for a building that we won't have the go-ahead on until Town Meeting. Some possibilities of pieces to outsource include:

- 1.) Site work (once demo is done)
- 2.) Concrete
- 3.) Exterior siding/trim
- 4.) Painting

5.) Flooring

Benson could produce document sets for each of these pieces, which we could then hand out to contractors. This way, everyone will be following the same general set of instructions about working on this site.

Will we have some sense by late fall whether this will get built, based on how much the Foundation has raised at that point? We'll have a sense, but not certainty. Many people feel strongly that a portion of this funding should be coming from the town, which means we may not know for sure if we have those funds until Town Meeting. Hopefully we would only need a simple 50% majority for an amount under \$100K, but Steve has said there are different ways to achieve that. If we had the full amount raised, our understanding is that the Trustees could give the go-ahead.

Can we follow the same timeline we were originally looking at for 2019? We can, but introducing local contractors into the mix could skew the timeline. Would it be helpful to have a meeting of the Trustees, Building Committee, Select Board, and Foundation to determine procedure and timeline going forward? Can the Select Board use float money to cover the fundraising period so we can get started? This is something to discuss with Steve.

Bean Road is posted, and some of the places that demolished material might be hauled are on posted roads, as well. This could affect the timeline of when we could be doing the work.

Total project: \$975K
Trustee funds: \$211K
Pledges (including the \$200K challenge): \$490K
Town ADA Fund: \$40K

Needed for match: \$160K
Remaining needed beyond match: \$50-75K

We have about \$300K in hand that's easily accessed (not pledges).

Brad and Shawn suggested holding an Open House for local contractors at the current Meriden Library after Labor Day, to see who is interested and available to do different pieces of the project. Brad and Shawn can put together some packages of subcontracts to local builders, plus place ads in PlainFacts, Connect Cornish, and NextDoor to get the word out early. If we had some details posted on the web for contractors to look at, that could get people thinking about it.

Should there be a Library Trustee on the Foundation? Mary can act as a liaison, as that overlap could become a conflict of interest for a Trustee. Mary is hoping to bring the Foundation together for another meeting in the next week or two.

If we're not going to be able to get very far with the \$17,000 we currently have at hand, the next step may be to ask the Trustees to free up other money to move ahead on things with

Benson. Let's think about approaching the Trustees with that in September. Brad and Shawn can work before then to produce a document about next steps, what they would cost, and why we need to do them now. If we had a specific site number with that, that would also help address the questions about the Bonner Road site. (That new site would also require a different building design and different ongoing budget – hours, staffing, etc.)

Brad will pass floor plans to Shawn, so Shawn can work on trim details. They'll bring some questions to our next meeting so the group can help flesh out those details and decide what things to outsource. At that meeting, we can also give some thought to how to start advertising for interest.

By next week, a letter should go out to the whole town of Plainfield from the Foundation. This should help dispel any rumors going around, and allow us to move forward with our work.

Next meeting: Tuesday, July 30th at 7pm.

Meeting adjourned at 8:40pm.

Meriden Library Building Committee
7.30.19
Meriden Town Hall

Present: Brad Atwater, Mary King, Terri Crane, Suzanne Spencer, Jeanne Woodward-Poor, Shannon Decker

Meeting called to order at 7:00pm.

Brad presented scale floor plans that now include the bump-out with a set of interior doors (12'x20'). Mary expressed that she would really love to see this as part of the building, but without seeing the price rise. Adding the bump-out would be an additional cost, but Brad highlighted some of the contingencies built into our plan (the building itself, site work, sprinkler system), which could free up some additional funds if those numbers are too padded. Benson felt that the sprinkler system was an automatic add, but Brad's discussion with the fire protection folks suggested that there are other options that may be less expensive. Sprinklers are building-savers, but don't mix well with paper books, so we'd like to look into alternate options. There are other alarm systems built in, such as lit exit signs and an automatic dial-out for emergencies. The group agreed that the bump-out is an important space, and we feel that it would get a lot of use. It would also be nice to have that area set apart from the rest of the library, so the table there wouldn't block things that patrons may want to look at, and doors could be closed if the group at the table was loud or needed privacy.

Since the original plan was voted down at Town Meeting, adding the bump-out and altering the design at this point is fair to bring in front of the Trustees. If we see room for improvement, it's our mission and mandate to bring the best building forward within a reasonable cost (under \$975K).

Brad asked the group to consider what the details of the building should look/feel like. Would we like Shawn or Randall to present us three flavors to choose from? That would cost money. Would we like to give them some guidance? Mary agreed that it would be nice to provide guidance and save money. Judy Hallam had sent a photo of a cupola, as an example of a classic New England look. The Benson trimwork is fairly clean and simple; we may want to add some additional molding or dress things up on the exterior. The cathedral ceiling is a challenge because it isn't classic. Do we go with that, or do we try and counter it? The cathedral ceiling does make the small building feel more spacious, especially with tall bookcases in play. Mary has visited the Putney Library, which Benson built. It's slightly larger than our plan, at about 4000 square feet, but the cathedral ceilings work well and the staff there is happy with the building.

Brad showed two different versions of the bump-out, one with a pitched roof and one with a flat roof. The pitched roof looks more classic, but Brad felt that having the typical 2-foot overhang on that roof starts to feel like a bit much. Having a small pitched roof over the entrance and another over the bump-out is a nice balance. The pitched roof would give the

bump-out a cathedral ceiling inside, unless we wanted to add a suspended ceiling in that room to help it feel more cozy (since that's the purpose of that space).

The multi-purpose room has gotten slightly smaller; originally we wanted a room that would seat 50. Benson's drawing now shows seating for 30, but could likely seat more. Suzanne asked how big the music room at PES is; Brad will look into it, for comparison's sake. The Philip Read multi-purpose room feels small; the entrance is on the side, it's narrow, and the screen had to be hung out from the wall. The Town Hall meeting room can comfortably fit 12 or so people, up to 20 or 30, but it gets hard for people to hear and fit in the space at that point. The group felt that the current plan is proportional and works well.

The library will be carpeted; Mary would like to consider carpeting the multi-purpose space as well. We could look at dirt-catching carpeting for the entryway area, which can be picked up so that the tray underneath can be cleaned out. KUA has some of this in a few different buildings. We'd also want to look at carpet tiles, so sections can be replaced as necessary. There could be a different color/texture in the children's area to give a visual clue and delineate different spaces.

As for lighting, we're generally looking at a layered concept — overall overhead lighting, plus another layer in heavily used areas (pendants over tables, etc.). We'd want electrical outlets right under the tables, so that we could have table lamps. Could we run power through the bottom of the bookcases, with an outlet in each? They did that at Philip Read and don't really use them, and it creates trip hazards. More important might be desk-level charging areas for computers and phones.

What happens next? Brad is planning to update the budget with fresh numbers, to get everyone on the same page and make sure it all looks good. Are there things we could be doing now that make sense, like the engineering for the site work? We have the money in this year's allotment to move ahead with that. We had also talked about breaking out pieces of the project that we might want to outsource to local sub-contractors. We need to gauge community interest from qualified people, and that's something we could do now — if there's lots of interest, we could have an open house, show them the floor plan, and foster a discussion. Brad and Shawn can talk to people between now and Labor Day to test the waters and gauge interest. Shawn is also working on a trim package.

The response from the school board about the Bonner Road site seems to be ambivalent, though they still have until Labor Day to give an official response. A significant amount of work would have to be re-done on that site in order to decide if it's suitable, and that would cost money that we've already spent on the Bean Road site. We're also concerned that the Bonner Road site would end up being more expensive anyway, with the water on-site. We're planning to move ahead on the current site based on the information we have at this point.

Mary mentioned that the letter from the Foundation is in mailboxes now, so we'll see the responses from that imminently. There's a lot of misinformation out there, and the letter should clarify those things. The next piece is direct contact, community building, and some

different fundraising events. It would be nice to put a thermometer outside the building, to give people a sense of how the fundraising is going. Is that something we need permission from the Trustees to do? They can put it on the agenda for September, and Brad can help construct something.

We discussed signage for the new building. We'll have to consider a sign on the street, but also a sign near the side entrance. Right now, there's no sign that can be changed to list events, but having something like that, on wheels, that can be placed out by the road would be nice. Brad also mentioned making a small trash/recycling/storage shed that's a replica of the old Meriden Library, maybe built out of the original bricks. It could be very charming! We also discussed how to break up the tall walls and use that space somehow. Lighting and murals are both options, and can be discussed at a later date.

Our next meeting is scheduled for **Tuesday, August 20th at 7pm.**

Meeting adjourned at 8:41pm.

Meriden Library Building Committee Meeting

September 17, 2019

Start Time: 7:05pm

Attending Suzanne Spencer, Jeanne Woodward-Poor, Terri Crane, Shannon Decker
Brad Atwater, Mary King, Steve Halleran

Agenda

- Overall timeline and goals moving forward
- Updated budget from Brad
- Trim details package proposal from Shawn
- Foundation update from Mary
- Update on potential FOML fundraiser from Shannon
- Group discussion of Judy Hallam's email and donation offer

Next meeting: Set time for public comment at the beginning of the meeting (5 minutes)

Jeanne Woodward-Poor received correspondence from Helen Koehler regarding the activities of the Building Committee. Helen will be informed of the date of the next committee meeting.

Timeline and goals moving forward: The Committee needs clarification from Steve Halleran about the process for bids to get more details on construction details.

Budget:

Current Bids:

Bensonwood Design/Build \$817,700

Mac's Trucking \$137,000

Numbers from Bensonwood need to be updated. Should we pay for an engineer to provide

a detailed site plan?

Discussion: Do we spend more money to get firmer numbers/bids? The goal would be to eliminate some of the uncertainty in the budget and get a firmed up total project cost.

Steve Halleran recommends no further spending. He will contact Bensonwood to ask if there will be an adjustment in their quote to deliver the same package in 2020.

Discussion: Bensonwood detailed design. How much input will we provide for the interior

design? Can we get realistic bids from local contractors without a detailed design from Bensonwood?

Mary King provided an update for the Meriden Library Foundation. To date, the Foundation has raised \$494,000 in cash and pledges. Applications will be submitted to four foundations over the next two months. The Foundation's goal is to match the \$200K pledge from a community member. Currently, they have raised \$47K towards that goal. The committee decided to ask to be placed on the agenda of an upcoming Select Board meeting---possibly October 2nd. Representatives of the Building Committee, the Meriden

Library Foundation, and the library trustees would like an opportunity to update the Select

Board on the current status of the committee and the Foundation's fundraising. We need to

request support from the town in 2020; seek the Select Board's input.

The Friends of the Meriden Library are planning a fundraising event in the New Year with

proceeds going to the Building Fund.

Judy Hallam has offered to donate her artwork as a fundraising opportunity. The Building Committee does not have the ability to receive funds so the idea will be passed along to the

Meriden Library Foundation and the Friends of the Meriden Library. Shannon will contact

Judy to follow up.

Next Meeting: October 15, 2019, at 7 pm at Meriden Town Office

Adjourned 8:45 pm

Meriden Library Building Committee Meeting

October 15, 2019

Start Time: 7:05pm

Attending Suzanne Spencer, Jeanne Woodward-Poor, Terri Crane, Shannon Decker
Leeli Bonney, Mary King, Steve Halleran
Guest: Helen Koehler

AGENDA

Recap of Building Committee history to date from Shannon

Public comment (5-10 mins)

Foundation update from Mary

Discussion of response from Bensonwood re: updated costs

Timeline and goals moving forward

Additional public comment as needed (5 mins)

Introduction and overview of the Committee's work:

Chair Shannon Decker

- Warrant article at 2017 Town Meeting to defund the Meriden Library was voted down 225 to 29. This group is not in place to consider the question of one vs. two libraries in this town, as that was addressed and voted on by the town in 2017. The ML Building Committee was formed in 2017 by the Library Trustees at their meeting of June 6, 2017, and members were approved at the meeting of August 9, 2017.
- The Building Committee worked to bring a warrant article to Town Meeting in 2018, asking for a \$25K appropriation to consider the renovation and/or replacement of the Meriden Library in order to make the Meriden Library ADA-compliant. This was approved by a vote of 137 to 5.
- The Building Committee then used those funds (with approval by Library Trustees and Selectboard; see below) to consider renovation vs. replacement, do preliminary sitework, and work with Bensonwood to design a proposed new Meriden Library building.
- We brought our proposal to Town Meeting in 2019, looking for not more than \$487,500 in the form of a bond. We needed a 2/3 majority vote and received 57% (249 votes to 190; needed 293 votes to pass).
- The Building Committee and Meriden Library Foundation came in front of the Library Trustees on May 13, 2019, and the Trustees voted for the building committee to continue their work.
- At the Trustee meeting of June 10, 2019, the Trustees voted on the new composition of the building committee. Some members stepped off the committee, and Shannon Decker took over as chair in Chris Dye's absence.

Public Comment:

Helen Koehler

Helen raised these concerns and questions: Sees this as more of a community center than a library; what groups will be using the space, how big will it be? Why not gut the building and add a ramp?

Helen's questions/concerns were addressed. The plan for a new building includes library space and a meeting room. The meeting room is designed in a way that will allow it to be used by community organizations when the library is closed. It will not be a community center, it will be a library with a community meeting room.

Within the past five years, plans for a ramp were presented to the library trustees. Because of the cost of the ramp and that it would still not provide access to the bathroom or basement the plan was not approved.

Foundation Update:

Mary King

Three grant applications to foundations have been submitted, one more will be submitted in the next few weeks. Thom's Tavern held a fundraiser and FOML is planning one. By the end of the year, there will be another campaign to let people know where we're at, how much money we've raised, how much we have to go. Goal is to match \$200K pledge.

Bensonwood Update:

Steve Halleran

Randall Walker from Bensonwood Design/ Build is projecting a 3 - 7 % increase in materials and labor costs for the project. An updated cost proposal can be provided before the town meeting in March. Bensonwood remains enthusiastic about the project and could be ready for a project in 2020. We will need Brad Atwater and Shaun Rogers to work with them to finalize the project details.

Timeline and Goals:

Steve Halleran

Steve provided the committee with two important dates:

Tuesday, October 22, Finance Committee Meeting at Town Office

Wednesday, November 6, Select Board Meeting at the Town Office. Finance Committee will be on the agenda.

It is important that we provide an update of the Building Committee's plans to the Finance Committee. Shannon Decker, Jeanne Woodward-Poor, and Mary King will plan to attend the Select Board meeting.

Committee Discussion

School site: As a group, we've decided to stay with the Bean Road site. We've moved beyond this. Professionals have looked at the school site and recommended against it, and it would cost more money to get exact numbers. We don't want to spend any more money than we already have. The building would also have to change to accommodate after-school care.

Next meeting TBA.

Meeting Adjourned: 8:13 pm

Meriden Library Building Committee
12.10.19
Draft Minutes

Present: Shannon Decker, Bill Knight, Terri Crane, Leeli Bonney, Jeanne Woodward-Poor, Brad Atwater, Mary King

AGENDA

- Public comment
- Updates:
 - Foundation (Mary)
 - Bensonwood (Brad/Steve)
 - Finance Committee Meeting (Shannon)
- Messaging and outreach
- Bonner Road site
- Energy costs for Suzanne
- Additional details to consider between now and Town Meeting
- Future meetings:
 - Building Committee next meeting – 1/28/19 at 7 pm
 - Finance Committee meeting – 1/21/19
- Additional public comment as needed

1.) Updates

- a. Foundation/Fundraising: More pledges have been received in the last month. The Foundation was notified that they did not receive a grant from the Samuel Hunt Foundation. There are two more grant applications pending and several more will be submitted in January. An appeal letter was sent to residents. The Foundation continues to work toward the goal of matching the \$200K pledge received last spring. Private money from Foundation and Trustees savings: \$775,000. There is a commitment of \$45,000 from the town ADA fund. Total of \$820,000. Steve has \$175K in the warrant article, so we're in that range for a \$1M building with material cost increases. Previously approved funds not yet spent will go toward eventual project expenses are not included in the Foundation's current number; we have about \$17K left from this year.
- b. Bensonwood Update: At our last meeting, we discussed Brad and Steve continuing talks with Benson to tighten things up. Will we still ask local contractors for bids on certain elements of the construction process? Is this something we can do now or is this too on hold until after Town Meeting? Even if we choose to have Bensonwood manage the entire building construction they might still use locals for certain things (concrete, etc.). We might not have locals for other elements available on the necessary timeline. We have decided not to spend funds (est \$40K-50k) to get final schematics until after a vote. The focus has been on fundraising. If the project is approved then we will move forward with design schematics. There will be a

lot of work before construction can begin. Possible construction timeline of 24 weeks.

- c. Finance Committee meeting of 12.9: Steve presented \$175K in the draft warrant and a variety of ways to get there. The overall atmosphere was positive with regard to this project. There was a request from Judy Ptak for a more detailed budget if the Meriden Library were to be closed for construction. The Finance Committee didn't think there was a need to endorse a request for that work to be done. If the library doesn't spend money, it goes back to the town. Shannon, Leeli, and Vicki could email the Finance Committee to acknowledge that they were there in support of the project.

2.) Messaging and outreach:

- a. Thermometer? Mailing? Social media?: Terri is working on a thermometer sign, Brad is happy to help build it if needed. Terri MacNamara is doing a raffle for the library; there's a box out at the Deli Mart. FOML will be doing a "Love Your Library" fundraising event at Salt Hill Pub in February, with a raffle and silent auction. They're in the planning stages and are considering some different format options.

3.) Bonner Road site:

Review site work numbers of what's already been spent on the Bean Road site: site-related spending is less than \$18K. Brad doesn't have exact numbers on hand. What would need to be spent to accept or reject a site? The answer depends on assumptions. Perhaps more to the point: We followed a public process; we might have considered another site if we were unhappy with an element of our site, or if someone had come to us with a compelling argument for a different site. That has not happened. The committee and the trustees are happy with the existing site and building plan. That said, once an alternative was floated we did consider it. The Bonner Road site would be challenging and undoubtedly lead to a different building design that responded to the unique needs and took advantage of the unique characteristics of that site. We would need to start almost from scratch on building design, soil analysis, etc. What would be the purpose or advantage of doing that work (duplicating those costs)? We are confident that our process has resulted in a design, on our existing site, that meets the identified needs in a durable efficient building that will serve the community well for decades to come.

Jeanne will report at the January Trustee Meeting. There needs to be a discussion, motion, and acceptance of warrant article and building plan before Town Meeting .

Create an FAQ answer sheet to address this and other concerns? 5 big questions that will hit what people have been asking. Could go on the library website, be available at library desks. Shannon can draft this.

4.) Energy costs for Suzanne

- a. Suzanne has volunteered to research the utility costs of the new building. She would like to show what the savings will be over time.
- b. Heating/cooling analysis has been done. Complete criteria for window package and lighting design have not been done. Ventilation has not yet been modeled. We have budgets for all of this design/equipment, but that design isn't done yet. Can't go very far until you've finished your design. We do know that the new building will cost significantly less on a square foot basis; (estimated to be approximately the same operating costs as the current building for a much larger space). Bill notes that a library operates similarly to the school in terms of lighting/ventilation. Our proposed library is roughly 10% of the school size. School costs approximately \$37K in propane/electricity, so expected library costs would be approximately 10% of the schools. Somewhere in the range of \$3700 with a \$1500 spread either way. The library is designed for solar-ready but we don't have solar in the budget. That would be a target for continued fundraising beyond the building costs.
 - i. Would it be helpful to have the endorsement of the Energy Committee? Is that part of the info we get out ahead of time, or part of the statement at Town Meeting? Jen Lenz (Trustee) is a member of that committee. Perhaps Suzanne could reach out to her to strategize this.

5.) Details to consider between now and Town Meeting

- a. Summary of current event attendance at ML to underscore how we will use a common/multi-purpose room.
 - i. After-school early release programs, we turn kids away. Capacity in the basement is 20 kids; turn kids away every time. Where to store backpacks during that time is even an issue.
 - ii. Many programs are moved elsewhere because we cannot hold them in the library – we hold them at the school, the Duckworth (which we're losing), the Town Hall.
 - iii. 40-50 people for Humanities events held by FOML; summer programs have no indoor backup on site.
 - iv. The meeting room will provide space for the programs on our wishlist, this room would allow us to add programming over time and have a home for current popular events like the FOML Poetry evening, and "Soup and Good Books".
- b. What are our options for book/furniture storage during construction of a new building?
 - i. Material doesn't need to be accessible. To avoid boxes, Brad suggests a weather-tight tractor-trailer (with humidity control). Books could be

loaded by conveyor belt onto shelving. How many trailers do we need? Start with Lucky's or RSD for rentals. Storing on-site would be preferred. Could we make an arrangement with TDS to park it there? Brad will look into this for more details. We're not hiring a moving company to pack books and store them. We're looking at doing everything as fiscally responsible as possible; volunteers will move the books.

- c. Do we have a working list of what new materials will be needed to make a new library functional?
 - i. Mary and Terri have been working on a floor plan and layout. If necessary, we could operate the library with what we currently have. Will reuse the newer bookshelves; would like to replace some of the older shelves. The meeting room is new, so will need seating, audiovisual equipment, shades. There will be additional fundraising for furnishings. We will start with existing materials; fundraise for new materials to fill new spaces. Over time, we'll replace the things that no longer serve us in the new space, but we can resume operation with what we have.
- 6.) Warrant article composition:
- a. Needs approval of the Trustees. \$975K is still in the warrant, the amount to raise is \$175. If Trustees suggest using some Fund Balance, that needs to happen ahead of time in the warrant article. Finance Committee as the venue to discuss this, with Trustees attending to get input?
- 7.) Need to mark out time to prep for Town Meeting presentation. (We have drawings, video walk-through, what else do we want to add?)
- a. We believed in what we brought to you last year, we listened to community concerns and raised more money to put toward this project.
 - b. \$175K is \$0.56 on the tax rate for the year. Include this with Brad's spreadsheet for tax implications on the FAQ sheet.

Meeting adjourned at 9:06 pm.

Meriden Library Building Committee Meeting
Tuesday, January 28, 2020

Agenda

Public comment

- Foundation updates
- Bensonwood updates
- Friends of the Meriden Library updates (upcoming fundraiser)
- Recap of discussion at recent meetings: Trustees, Selectboard, Finance Committee, Energy Committee
- FAQ sheet: draft review
- Town Meeting presentation outline: discussion
- Town Report: write-up?
- Report to Energy Committee: review
- Report to Trustees (we confirm that contracts will not be signed until pledges are converted to deposits; flexibility for Trustees to release their funds to pay for detailed design? No, nothing until the money is in the bank.)
- Discussion of the general timeline if the project moves forward
- Upcoming meetings:
 - Selectboard meeting: 2/5, 6 pm
 - Library Trustee Meeting: 2/10, 6:30 pm

Next building committee meeting: TBD

Additional public comment as needed

Called to Order: 7:03 pm

Present: Shannon Decker, Jeanne Woodward-Poor, Suzanne Spencer, Leeli Bonney, Steve Halleran, Terri Crane, Brad Atwater, Mary King
Members of the Public: Helen Kohler, Steve Beaupre, Holly and Vern Braswell

Public Comment:

Helen Kohler: Would we entertain making the meeting room smaller in order to save money? We are recommending what we think would be best for library use based on the info we've been given. Trustees could certainly recommend making changes. Did we entertain bids? In the process of getting to Bensonwood, we went to LaValley, and Preferred Building Systems; any of those only do a certain piece, so you have to parcel out all the different parts and supervise all of those contracts (all of which involve risk in terms of finances and timing).

Meriden Library Foundation Updates, Mary King: Appeal letter went out in December with a good response. More pledges and donations were received as a result. Notification at the end of December of a \$5000 grant from a foundation in Manchester. Foundation-only funds currently: \$581,000 (in cash and pledges).

Friends OF ML Fundraiser Update, Shannon Decker: Thursday, 2/6 from 5-8 pm at Salt Hill in Lebanon; will include a silent auction and raffle to raise money for the project.

Bensonwood update, Brad Atwater: Bensonwood confirmed energy modeling, we can base our estimates on \$0.60/ft for heating and cooling and will get more details later. There's a spreadsheet where we can enter plug loads to estimate utilities. Brad has asked Bensonwood for a revised number that will hold for Town Meeting, and we should have that soon. He has also talked to Bensonwood about a general timeline if the project goes forward, to make sure it would work and find out what they need the site to look like when they get started.

Liberty Utilities: Liberty Utilities confirmed today that they will fund 100% \$1500 for modeling of energy. That's \$1500 worth of engineering we don't need to spend. The building will be so energy-efficient that it will hopefully be an ideal project for Liberty to incentivize.

Steve needs the Building Committee report for the Annual Report by Friday. Everyone can send thoughts/edits to Shannon between now and then. FAQ sheet can serve as the town report document, with an introduction added and a few small changes.

Report to the Energy Committee: Brad put together a report for the Energy Committee after attending their latest meeting. Looks good to the group; OK to send to the Energy Committee for review.

Recap of meetings, Shannon Decker:

1/13/20 Trustee meeting: revised warrant article.

1/15/20 Selectboard meeting: did not vote on this warrant article. Warrants will be finalized and vote will take place at the February 5 meeting.

1/21/20 Finance Committee Meeting: members attended to listen to the committee's discussion regarding the proposed warrant article.

Discussion of a general timeline, Brad Atwater: What is the best timing scenario? Start as soon as possible at yes. The way the warrant is phrased, we could also postpone for a year to get funding in and contracts aligned.

Benson would be comfortable starting the building foundation as late as the end of October; this gives some flexibility to waiting for funds to come in, keeping the library open longer for patrons, etc. Planting/seeding wouldn't happen until the following spring. Between now and Town Meeting, we should get a proposal for the detailed design contract to review. The detailed design work will need to get done in a fairly tight window before we can begin the site preparation. The Trustees will need to approve before beginning. Can the Trustees approve and fund the next step of the design? We'll need to have a list of things to bring before the Trustees at each of their subsequent meetings for decision/approval. Priority is having the least amount of time without the Meriden Library.

Town Meeting presentation outline:

Reading of the Article (moderator) will look to someone to open it

- Trustees (Jeanne)
- Building Committee
- Finance Committee?
- Energy Committee?
- Facilities Manager
- FOML?
- Foundation
- Library Director

Plus a quick overview of the building itself. A short segment that represents each to the groups.

No additional public comment.

Next meeting: Tuesday, February 18 at 7 pm.

Meeting adjourned 8:20 pm

MERIDEN LIBRARY BUILDING COMMITTEE
FEBRUARY 25, 2020

Agenda:

- Public comment
- Updates:
 - Foundation (Mary)
 - Bensonwood (Brad)
 - Friends of the Meriden Library (Shannon)
 - Recap of discussions and/or endorsements by other groups: Selectboard, Finance Committee, Energy Committee
- Building info sheet: review
- Town Meeting presentation outline: discussion and revision
- Discussion of the timeline if the project moves forward
- Additional public comment as needed

Present: Mary King, Brad Atwater, Terri Crane, Shannon Decker, Leeli Bonney, Steve Halleran, Shawn Rogers

Public: Helen Koehler, Jen Lenz

Meeting called to order at 7:06.

Public Comment/Questions: Helen Koehler asks how long the library could be closed, and where the books will be stored. Mary replies that Bensonwood calls it a 16-week project and that books will be stored in trailers, which we'll pack ourselves and store on town property. Will site work be done by Maks, or put out to bid? Brad notes that we're not at that point in the process yet; different contractors could handle it differently. Maks could potentially do everything, including landscaping. We may choose to split that into different packages, but we're not at that point yet. No one will promise anything until we know we're a go. We'll be in a crunch if we get the go-ahead. Benson could start as late as October. We used Mak's for a paid estimate, we needed a broad spectrum of prices for the variety of things we might need. They gave us target numbers to work with; we hope to get those leaner as we go ahead with the process. They're not the only contractor, but they gave us information for a fee; when we have the go-ahead we'll give everyone a fair shot.

Meriden Library Foundation Update-Mary King: If the warrant is to pass, the Foundation is preparing to reach out to the donors and let them know that the project can't begin until pledges are received. Notification of two outstanding grants will come in March. There are still possibilities for additional funds. The Foundation is comfortable with making the \$800K goal.

Friends of Meriden Library--Shannon Decker, Leeli Bonney: Fundraiser was a success; made in the range of \$8000.

Bensonwood Update-Brad Atwater: New Bensonwood contact has been assigned to us for the next phase. We're in a place where we don't want to spend any more money but do want more

information/tighter numbers. (Energy budget, update on control estimate.) Because of the transition, it's taking a little longer to answer our questions. Brad will have a conference call with them this week. Everyone feels like there's a wonderful building to be built for our target numbers, so Benson is tightening that number up as we adjust for inflation. Initial pass at a base case for energy consumption shows the building at 34% better than code. It could lead to a significant incentive from Liberty Utilities (could be in the neighborhood of \$10K) to offset the cost of the total building. This would be known before we start construction. Liberty also has money available for lighting design (\$2-3K) and commissioning, which is independent verification that you get what you paid for (up to \$6K). This could also include staff training on the new systems, operating manuals, etc. We would define these variables in the next phase of the project.

Shawn notes that Bensonwood really keys in on the tightness of the building. They do a lot of tests, infrared scanning, etc. Shawn has worked with Benson before and has seen this in action. We have a simple building, sitting on a slab, which makes the project less complicated. When design and build are all under one roof, it is easy to make sure everything gets done and everyone is on the same page. In this market, it's not a great situation to put out that type of project. Our choice was to have more control, rather than going with the low bidder. In the end, it's smooth – you get what you asked for, and there are no surprises. If we have a performance-based contract, that's our guarantee. That's how quality construction is done today.

Recap of Recent Discussions by Other Town Groups- Shannon Decker: Selectboard supported the warrant by a vote of 2:1. The Finance Committee has a statement in the Town Report, 4:2 vote in favor of the library project. Jennifer Lenz, a member of the Energy Committee, noted that all discussion within the Committee has been positive, though they may not have taken an official stand at this point.

Building Information Sheet- Shannon Decker– Shannon drafted an information sheet on the proposed building that will update and remind people about the building specs. It has been posted on the library website. We can make printouts available at both libraries and the Town Office.

Town Meeting Presentation-Shannon Decker: Discussion on the best way to present information at town meeting. Shannon suggests having the group of presenters at the front of the room, seated together. Steve thinks that is possible.

Visuals will be part of the presentation. Brad will have exterior and interior shots up on each screen for people to look at while they're listening. Will others want slides projected?

Tentative Plan for Presentation:

Trustee--Jeanne Woodward-Poor (opens the warrant article)

Building Committee--Shannon Decker and Shawn Rogers

Review of Project---Brad Atwater

Meriden Library Foundation--Joe Crate and J. Rendahl

Trustee--Jennifer Lenz

Other parties may speak, (Friends of the Meriden Library, Energy Committee). Question of whether this would happen during the formal presentation or during the open comment period.

Moderator Paul Franklin needs the list of people who will speak so he can manage that.

Discussion of who will field questions that do not directly pertain to the warrant article. e.g. One library vs. two. Will Paul Franklin direct questions back to the warrant article?

Discussion of the timeline if the project moves forward:

\$45K ADA Fund and \$214K Meriden Library Building Fund are in the warrant article, and if approved that money is approved.

Trustees, Selectboard and the Foundation should meet with Barry Schuster to get the funding in order. The process to accept donations, including public hearings, need to be done correctly with all parties in agreement.

Next meeting: Thursday, March 5th – 7 pm at Plainfield Town Office, Meriden.

Meeting adjourned at 8:47 pm.

Meriden Library Building Committee Meeting
March 5, 2020

Called to order: 7:05 pm

Present: Shawn Rogers, Shannon Decker, Jeanne Woodward-Poor, Jen Lenz,
Mary King, Brad Atwater

Agenda: Preparation for town meeting presentation

Tentative Speakers:

Jeanne Woodward-Poor (Library Trustee)

Shannon Decker (Building Committee)

Shawn Rogers (Building Committee)

Brad Atwater (Facilities Manager)

Joe Crate (Foundation)

J Rendahl (Foundation)

Jen Lenz (Library Trustee)

Jeanne W-P brought up the concerns among the community about the process that has been followed by the building committee.

Jeanne will open and speak for the trustees. She will acknowledge that the majority of the trustees are in support of the replacement of the Meriden Library.

Sean would like to address questions that are circulating. He will speak about the process, how we ended up where we are, and the goal to deliver the best product for the best value.

Shannon will talk about the history of the committee and past actions. e.g. meetings and quotes from UK architects, LaValley's and Preferred Building Systems. This year's work, responding to what we heard from the community at town meeting.

Brad will present a short description of the building.

Mary reported that Meriden Library Foundation members Joe Crate and Justin Rendahl will present. J has a slide for a visual presentation. They will provide information on pledges vs. cash. All pledges must be collected before we can break ground.

Jen Lenz will speak as a trustee and focus on history, 30-years since the Meriden Library Building Fund was established and how the Plainfield community has supported two libraries.

Housekeeping details:

Speakers will be seated together at a table.

Presentations will be brief, no more than five minutes per speaker.

A list of speakers must be emailed to Paul Franklin.

Slides or documents that will be projected must be on a thumb drive. Student volunteers assist with the technology.

Shannon will put together an outline of the presentation to make sure that important information has not been missed or overlapped.

Meeting adjourned at 8:46pm.

Submitted,

Mary S. King

Meriden Library Building Committee Meeting
4.21.20
via Zoom

Present: Steve Halleran, Mary King, Brad Atwater, Jeanne Woodward-Poor, Jennifer Lenz, Shannon Decker, Terri Crane, Shawn Rogers, Suzanne Spencer, Leeli Bonney

Members of the public present: Nancy Norwalk, Clint Swift, Helen Koehler

Meeting called to order at 7:07pm.

Shannon opened the meeting by noting that the purpose is to discuss options for the Meriden Library Building Project. We were prepared to present at Town Meeting on 3/14, but the meeting has been postponed and the world has changed since then.

The group agreed that we should not ask for money from the taxpayers for this project this year. The article is already on the warrant, so we need to decide how to amend it. Jeanne has spoken to Paul Franklin, who recommended that the Trustees amend the article from the floor to ask for \$0. Then we can come back next year, or some year in the future, with a number attached once the world has settled a bit.

This is an opportunity to end the controversy about our approach to process with this project. We have planned to put pieces of this project out to bid all along, but we are not at that stage yet. If we now have the time to move to that next stage of detailed design, we can get that work done and even get bids before next Town Meeting in 2021. The money required to do this is held by the Trustees, is earmarked for this project, and would be spent in the course of the project anyway. Detailed design helps us hone our numbers and be better prepared.

Our numbers from Bensonwood showed us that we could do this within a certain budget, which is one reason why we went with them in the first place. Benson also offers a unique product in designing the shell of the building; that's not something we planned to put out to bid, because they are unique in the field, per Shawn. But other pieces of the project – lighting, sitework, etc. – can be put out to bid once the detailed design phase is complete. This would also have the advantage of putting local contractors to work.

Unless technology changes, Brad feels that the overall detailed design numbers won't change wildly over a few years. This is not a super-complex building. We wouldn't have to go back to the drawing board if we got detailed design plans within the next year, but didn't build for another stretch of time after that.

What can we accomplish at the 2020 Town Meeting, whenever and however that occurs? Ideally, we'd like a vote of confidence from the town. This isn't the time to ask for money on this project, but when it is, will people still support this? The "when" of it needs to be determined.

We'd like the Trustees to amend the article to read \$0. Do we want to amend the rest of the language to get authority to continue with design for eventual vote in 2021, as Steve suggests? The group feels that we've already received support three years in a row – in 2017, when the town voted to maintain two libraries; in 2018, when the town voted for a \$25k appropriation for the building project; and in 2019, when 57% of voters voted in favor of moving ahead with building, even at a much higher cost to the taxpayer than what we would now be asking. We'll take the time before the 2021 Town Meeting to be productive, work on the design plan, and address things that we've gotten feedback about from voters.

The building committee makes a motion by roll call vote as a recommendation to the Trustees, to amend the warrant article to read \$0, delete the existing language after that, and add some small explanation such as "In recognition of the current crisis . . ." Shannon makes the motion, Shawn seconds, all members of the committee in attendance vote yes via roll call. Jeanne will bring this recommendation to the Trustees at their meeting on May 11th.

We'd like to use this year's Town Meeting as an opportunity to educate the public, giving a modified version of the presentation we would have made were the meeting held on 3/14 as originally planned. There is still misinformation out there, and this is a chance to correct that and accept feedback as we move ahead. We'll look into this more as details about this year's Town Meeting fall into place.

After the May Trustee meeting, we'll meet again to talk detailed design numbers, and to make a recommendation to the Trustees about whether to spend money on that detailed design phase, and how much that would cost. The Trustees could then discuss this and vote about releasing funds at their meeting in June or July.

Meeting adjourned at 8:38pm.

Meriden Library Building Committee Meeting

6.4.20

Present: Mary King, Brad Atwater, Terri Crane, Shannon Decker, Jeanne Woodward-Poor, Suzanne Spencer, Jennifer Lenz

Meeting called to order at 7:04pm.

Town Meeting has been postponed until July 11th. At our last meeting in April, we had discussed doing an informative presentation about the library project, even though we aren't asking the taxpayers for money this year. This doesn't seem necessary now, and very likely won't fit with whatever new format Town Meeting takes. Some of the formats being discussed don't allow for any amendments day-of. We don't want town residents to think that we're asking for the money this year. How do we get that across? People generally know that we're not planning to build a library this year. Steve suggested that the Trustees send out some kind of mailing to get the message out. Right now, we need to wait and see what format Town Meeting takes. Jeanne can reiterate in Monday's Trustee meeting that we do not want to ask for money from taxpayers this year, and that the building committee is taking this time to hone numbers and design details. We're still working, riding out the storm. We're not building, but we're preparing. Can Steve include this in one of his weekly Facebook posts, once we know the format of Town Meeting?

Brad has taken a look at the range of detailed design work yet to be done. Next on the list is:

- 1.) Lighting design
- 2.) HVAC design
- 3.) Site design

Total, honing these numbers and doing the detailed design in these areas should cost below \$15K. We can capitalize on this extra time by doing this work, which would have to be done anyway in the course of building. The Trustees have funds set aside for this specific project.

At Monday's Trustee meeting, we'd like to discuss the next steps above and ask for authorization to release \$15K, but also get everyone on the same page that we will keep things moving as much as possible with available, existing funds.

We have the shell of the building from Benson. Lighting design was one loose end there. Do we want to utilize more daylight, to use as little electricity as possible? Liberty Utilities could subsidize some of the lighting design. We had budget placeholders with Benson for this, but we need to hone those numbers.

We have people we're interested in working with in each of these areas. What about getting bids? Brad will talk to Steve to clarify the process and threshold of when bids are necessary. Does the town policy apply specifically to the library, and/or to smaller chunks of work like the detailed design? We're not skipping a step here, we're doing the next logical thing to get to that point. Bidding would typically happen AFTER this point, when we're hiring someone to do the actual building work. Bids are often a way of narrowing

down what something should cost, but we already know that based on experience/work with Benson. It's rare that design work is bid — this LEADS to the bidding process. We do want to make sure that we're not in violation of a town policy by moving forward with the design. Do we have to go with the lowest bidder, if we put things out to bid? Suzanne doesn't think so, based on previous projects. Brad will confirm with Steve before Monday's Trustee meeting.

The whole group agrees that more communication we have with the Trustees about this project, the better. We want to set up a process with them moving forward, and that's something we'll discuss on Monday.

Look and feel decisions (carpet, paint colors, etc.): We haven't spent a lot of time of this, but we could. Do we want to do this as a group, or hire professionals? Mary is reluctant to hire an architect for these pieces. Aesthetic choices can be made by Mary and Terri. The Trustees will want to be informed, but they don't need to see paint chips or anything at that level of detail.

Right before Town Meeting, we had new numbers from Benson. Benson gave us a number on the shell that they were comfortable sticking to, and it fit within our budget. The next steps proposed are things we can do ourselves, rather than handing them over to Benson or a separate architect.

At the Trustee Meeting on June 8th, we'd like to set up processes and permissions for moving forward. The first part of our activity is expected to be less than \$15K. The goal is to get us in motion, even if there are conditions for doing so. We'd like to treat this as a discussion, with the building committee asking for a release of funds. We plan to use known players that have a relationship with the town and understand our needs.

We'll ask Steve for a consolidated spreadsheet of exactly what we've paid so far, and for what. Most of those expenditures took place over a year ago, so it would be good for the group to have an updated sheet for reference. Mary noted that the Trustees contributed \$14.5K to pay Benson initially.

When we get this off the ground, there are many ways we could run the actual building process. The town could certainly handle it; it will be a matter of finding out what people want to do. Is there anything in the design we want to revisit? Solar panels? The group doesn't want to add anything to the budget at this time.

Meeting adjourned at 8:28pm.

Meriden Library Building Committee
Meeting Notes
7.21.20

Via Zoom

Present: Shannon Decker, Mary King, Brad Atwater, Jennifer Lenz, Steve Halleran, Leeli Bonney, Terri Crane

Members of the public present: Bonnie Swift

Meeting called to order at 7:03pm.

No public comment.

Quick updates on Trustee Meeting of 6/8 and Town Meeting of 7/11; detailed design funding has been approved by the Trustees, and town budget was approved at Town Meeting.

Bensonwood update from Brad: They are on hold right now. The last numbers they had quoted us were a little higher. They updated the shell number, and it was reasonably close to the number we had before. They're still willing to be our General Contractor (handle shell and other elements of the project we want them to), but weren't willing to commit to a budget for detailed design. Our process with them gave us what we needed, but where the numbers are fat is where we can do detailed design work with other contractors. We have no reason not to use Benson for the shell, but we have to decide how we want to run/deliver this project — do we want the comfort of hiring an architect, or would we rather tackle it on more of a piece-by-piece basis but also take on some of the responsibility? What do the Trustees feel most comfortable with?

Steve thinks we're at a new day with this project. The world has shifted. He suggests that it is time to bring in an architect and take over the management of the project from us as a group. What we consistently hear is that people want a conventional process, and that was feeling like it mattered as we planned for the March Town Meeting. If the Trustees and the Selectmen are on board, we should spend our time developing an RFP, hire an architect, pass them all the work we've done, and let them drive this home. It will require spending some money, but it will let us go into Town Meeting eventually with a bid.

Brad wonders: Does the vocal minority speaking out against our process really care about the process, or are they just against the project in general? What if we spend money hiring an architect and people still don't want the project? Steve notes that we don't have the guarantees we thought we had; Bensonwood got squishy on the numbers once Randall left. The community has the appetite for this project — let's get this bid and be ready to build by Town Meeting 2021. Ideally we'd find an architect who is an expert in libraries, with an interview and discussion process. Steve thinks we'd get additional people to vote for this

project if we did this work before the vote. This involves spending more money before the vote than we had originally planned, but it addresses the concerns we've heard to date.

Brad notes that, to get to bidding, you need to have a start date to get contractors to give you a number that they'll stand behind. Maybe that's not so cut and dry because this is a smaller project. Steve envisions sending invites to architectural firms, putting a notice in the paper. Potential architects can come look at the property and ask questions, then submit their numbers. It's important to hire someone we feel comfortable with who has worked in the public arena before. We don't want to lose a year and not be ready to go in the spring. Then if the town doesn't want it, we move on; if they do want it, let's give it to them next summer. This group can't make the decision to hire an architect, we have to bring it to the Trustees and the Selectmen. We could give the architect all the work we've done, and make Brad the consultant to work with them as a representative of the town.

Brad notes different approaches: hire an architect; hire a CG; have someone in town run it (ie Brad). What varies in the approaches is how much management and responsibility there is to pass around. If the Trustees had done work like this before, they might be comfortable handling a job like this themselves. At most, there are 20 contracts, which sounds like a lot, but essentially this building is an oversized house. Brad isn't against hiring an architect, either a larger contracting company or hiring someone like Shawn to run the project. He doesn't think there's a huge money saver anywhere. The money is just more obvious when you have to write a check to the architect, but you'd have to spend that money to have someone in the town run the project, too. There is responsibility to run this the right way.

Someone has to do detailed design. An architect OR a committee can handle that. We had talked about HVAC design, site design, and lighting design as a next step. If there were an architect, they would be the ones dealing with the engineers during the detailed design process. The Trustees/town would have the architect as their point person. When Brad spoke with Chris Kennedy at UK Architects, he sounded flexible and willing to work with us in whatever way we wanted. We can make recommendations to an architect for people we'd like to work with, and an architect could bring their own suggestions to the table. Each architect works slightly differently, but hiring one now would cut down the back and forth between the Trustees/town and various engineers. Hiring an architect cuts down on time and liability for the Trustees and the town.

There are big decisions to make in order to move forward. The Trustees meet next Tuesday (7/28) and again in September; are the Trustees ready to make a decision and switch gears? Until March, we thought Bensonwood would be doing detailed design and would be our CG. All the work we would be asking an architect to do is work we would always be doing anyway. The Trustees will need education, different options to be laid out, in order to make an informed decision.

If we had hooked up with an architect on the front end, the schematic design/needs analysis would be done already, like ours is. Do we start the process of hunting for an architect, but still complete the pieces of detailed design that we were planning to

complete? Do we really need an architect, or a project manager? Most of the creative process that an architect would do is already complete. The group agrees that having someone handle the bid process and construction documents would be valuable.

The Trustees may consider holding a special meeting in order to be educated about hiring an architect. At next week's meeting, we can let the Trustees know that we plan to pursue the detailed design we talked about at the last meeting, while also exploring architects as the next step in the process. We'll bring them detailed information about architects at a future meeting in order to make these decisions. Mary noted that, many years ago, they had spoken to architects about the library. She can look back at names. There are several small NH libraries that have gone through construction projects in the last few years, and we can also find out who worked on those.

Would we consider someone cheaper than an architect, but with an appropriate set of skills? It can cost in the range of 10-14% for a CG to oversee a project. Chris Kennedy's contract was something like \$65K with additional engineering fees. We had a placeholder in the budget to manage the project during construction. Brad estimates that we've done at least \$20K worth of work (based on what we paid Bensonwood). We know a lot about our building, and an architect doesn't have to offer us lots of choices.

This is the time when we need someone to help us organize the design and the contractors; it's not a reconfiguration or a shifting gears, it's the next step. We need construction management help. How is that managed? Is that the Trustees, or someone else? Brad had pictured hiring someone to manage the bid process all along, but we didn't know if we'd do that before or after Town Meeting. We need someone to help with the final documentation and the bid process. We had thought that would be Bensonwood. We had also thought Benson would be guiding us through the design process — flooring, wall colors, etc. — but an architect could be the one to do that now.

We could go with Bensonwood/a Bensonwood type, or architect, or interior designer/construction manager combo. Brad thinks we are ready for at least some of an architect's services, to be involved through at least construction documents and the bid process. We wouldn't use a construction manager until the project was a go.

It's important to let the Trustees know what happened with Bensonwood. Our contact there left. They updated the shell number, which looked good. The other numbers they had quoted us were based on data they had that we could trust. That helped confirm our budget. As we got toward Town Meeting, Randall wasn't there to reassure us that the numbers in our budget were still valid. The people there couldn't confirm the numbers and didn't know where he had gotten them. There is an excellent probability that the numbers are good, but they didn't know where Randall had gotten them. But we were headed for this work no matter what. We haven't had a chance to get into the nitty-gritty of next steps until right now. We haven't changed direction.

We need to let the Trustees know about our proposed next steps: 1.) Continue detailed design work 2.) Interview folks to help us through the next phase (construction docs and

bid process). We are likely to look at architects for that phase. If we like the architect, we could use them instead of a construction manager down the line. Give some options/paths.

If we do put out an RFP for an architect, could that include Bensonwood? They know the job already. Their risk mitigation is that much easier.

Foundation update from Mary: The Foundation has met several times, but wanted to get through Town Meeting before reaching out to existing donors. Now they are preparing to communicate with donors, after tonight's meeting and next week's Trustee meeting.

Brad energy update: the utility company has a little more money and flexibility available for funding lighting design. They already paid for energy modeling 100%, and there's some left on the tab for any changes we might want to make. Brad hopes they would be able to help fund lighting design, also.

Meeting adjourned at 8:38pm.

Meriden Library Building Committee
Meeting Minutes
8.11.20

Meeting conducted via Zoom

Committee members present: Mary King, Jen Lenz, Jeanne Woodward-Poor, Brad Atwater, Shawn Rogers, Terri Crane, Leeli Bonney, Shannon Decker

Public present: Bonnie Swift

Meeting called to order at 7:03pm.

The meeting began with a discussion of the possibility of meeting in person in the future. We may have visuals that will be better to look at and discuss in person. Can we have the committee in the room and make the meeting open to the rest of the public via Zoom? Shawn spoke about how they do in-person meetings at DHMC. Mary will research the legality, and Brad will speak to Steve about possibly using the basement room at PRML or one of the larger rooms at the Plainfield or Meriden Fire Stations.

Updates on detailed design: Brad reached out to Pathways Consulting for detailed site design. We should see something from them in about a week. DDMI is interested in working on the HVAC design, and have seen our energy models and the Bensonwood drawings. Brad has a line on an electrical engineer he plans to reach out to for lighting design. This is a busy construction season despite COVID, so it's great that we have leads on these, with people seemingly interested in working on detailed design plans for us.

Brad noted that we could also pursue fire alarm design, since that's another specialty. He reached out to Hampshire Fire Protection a year or so ago, and they indicated that they had an engineer on staff and are capable of providing design services. Shawn thinks this would be a good thing to chase after. Since the building will have municipal insurance coverage and code doesn't require it, we don't necessarily need a sprinkler system. Water and books is a bad combination. We could go with an alarm box system instead. Brad will get a proposal, and then we'll know what the potential cost of this branch of detailed design will be.

We need to decide how we want to deliver this project. We can complete the various remaining pieces of the detailed design work ourselves, or hire an architect or other construction manager type who will do it, for a fee. Is an architect the right path? Shawn feels that Benson has a lot of skin in the game and knows the details of this project. That makes them a logical candidate to complete the detailed design of the building. Because Benson is vertically integrated they could also be a logical choice to manage the construction of the building, and potentially GC the entire project (that was part of their appeal from the start).

We are at the point where we should decide: do we want to take this one step at a time, or hire a professional to take it from our current state through completion? One challenge to finding a professional to take it from here is: who will know that the work we've done is valuable? Bensonwood, for sure. Would other architects be hesitant to take on someone else's work? Perhaps we should go back to Benson, tell them that we're ready for the detailed design, and find out what it would cost. At the end of detailed design for the building, we want to have construction documents and all decisions about the building made. Brad and Shawn both feel that Benson should be the most efficient, least costly source for completing detailed design of the building. It is likely that moving to anyone else would involve at least some duplicate cost to get them comfortable with the work done to date.

Mary asked about the roof — in March, Benson suggested a different roof system from the original plan, which could save money. The original roof was a series of panels with a high peak inside. The alternative is a more traditional roof truss design, still with weather-tight energy value and still a cathedral look, not flat.

Shawn prefers using Benson as the architect and primary subcontractor, and then hiring locals to do as much as possible. Who manages that? Would we have Benson complete the detailed design and talk to architects about managing documents and process? Would architects bite? Shawn doesn't think a big firm would — it would likely be a smaller firm. Shawn did a project like this with Housewright and Benson. Estes & Gallup is another group that has worked with Benson in a similar way. Shawn knows of smaller architects who specialize in smaller projects, picking up where others have left off.

Next step: Brad will go back to Benson and ask if they're interested in putting together a proposal for detailed design. This has a clear stopping point. Then we can do an RFP for an architect/project manager to take this through to bids, if that's what we choose to do. Benson often talked about having a collaborator — an associate architect — so this plan would fit with that. If Benson does the detailed design, we need to clarify up front who owns those drawings, and ask if they're interested in doing the construction documents or not. Shawn indicated that he has been involved with Benson on a couple of projects where they subcontracted management of the project after detailed design anyway. We don't know how COVID will affect things by March or if we'll be ready to build, so it's our plan to do productive work on the design in the meantime.

Jen wants to make sure that Benson has their ducks in a row and that the numbers we're working with are sound. Could we ask for a meeting with Benson to answer questions once we get the detailed design proposal? It's worth asking. Then the whole group can participate.

Our next meeting will be Tuesday, 9/1 at 7pm. On the agenda for that meeting, we'd like to discuss getting the Building Committee, Trustees, Selectboard, and Meriden Library Foundation all in one meeting to discuss funding. We're also hoping to have a discussion with Benson on the agenda at that time.

Meeting adjourned at 8:57pm.

Meriden Library Building Committee
Meeting Notes
9.1.20

Present: Mary King, Jen Lenz, Jeanne Woodward-Poor, Terri Crane, Suzanne Spencer, Brad Atwater, Steve Halleran, Shawn Rogers, Leeli Bonney, Shannon Decker

Meeting called to order at 7:03pm via Zoom.

Brad updated the group on the various detailed design proposals he's chasing.

- HVAC (including plumbing) – we have a proposal from DDMI. Brad has worked with them before, and they're experienced in working with additional funding from Liberty Utilities, so using that same company for our project would be a plus. The proposal includes \$9k for construction documents and \$2k for construction administration, for a total cost of \$11k. This fits within the correct realm of 1% of the total cost of the project.
- Lighting/Electrical – proposal from ESE Inc. The proposal is for a total of \$9900 (\$8800 construction documents and \$1100 construction administration).
- Site – proposal pending from Pathways. They did the initial pass and schematic layout, so they're the logical folks to work on this next piece. They have had a good deal of time to put this together, so we should be hearing from them very soon.
- Fire – proposal pending from Hampshire Fire Protection
- Architectural – proposal pending from Bensonwood. Brad had two good conversations with a new contact there since our last Building Committee meeting. They are clear on the scope of work we're asking for, and are possibly the next right step because we're in their system and they know the project. We're waiting for their number.

Total upfront fees for detailed design could be something like 10-12% of the overall project total, which is what Benson had originally put in the budget. (They listed this under "general conditions," which was \$135k.) Per Shawn, the average architect fee is 12%, so we save 12% of the total of these fees by having Brad do this legwork.

If Benson comes back with a high number for the architectural pieces, what is the next step? Do we go to an associate architect and have them take it from there? Shawn has contacts we could approach. Steve thinks the time has come to hire someone to push this through. It is beyond the scope of what a committee can do. Someone needs to be available to work on the different pieces of this daily. We only get one shot at this a year, at Town Meeting, even though that doesn't line up with the ideal construction cycle.

The group would like to wait until the end of this week (Friday) for Benson's proposal/number. Based on the number, we'll either go with them for project management or put out an RFP for an architect to use what we've done so far.

The Trustees meet on Monday, 9/14. Our group will plan to meet again next Thursday, 9/10, to review all of the detailed design proposals and decide what to put before the Trustees as our next step. Mary will set up the zoom link for that meeting, and Jen will host in Mary's absence.

We'd also like the Trustees to call a special meeting in late September to focus on just the Meriden Library building project. This meeting would include the Trustees, Building Committee, Selectboard, and Foundation to discuss funding. Funds for this project are currently held by three separate groups. What is the criteria for the Selectboard to release funds? We'll need money for detailed design and potentially for an RPF for an architect; will this come from the \$18,400 in the Meriden Library Building Fund held by the Selectboard? We'd like to establish clear parameters for these funds and make sure all parties are on the same page as we move to the next phase of planning this project.

Shawn pointed out that this project has always been on track for an architect; we're just approaching that point now. A lot of bidding/estimating happens in November and December for Town Meeting projects. We need to get things moving this fall to be shovel-ready by March.

Mary gave an update on the Foundation. They sent out emails confirming pledges through 2021. So far, the largest donors are still behind the project. The Foundation is also still applying for other grants, but we don't want to lose that private money.

Meeting adjourned at 9:08pm.

Meriden Library Building Committee
Meeting Notes
9.10.20

Present: Jennifer Lenz, Brad Atwater, Terri Crane, Suzanne Spencer, Shawn Rogers, Shannon Decker

Meeting called to order at 7:01pm via Zoom.

Brad reported that he had two follow-up conversations with Pathways about the site design. They've put together a document for us and we're currently waiting for them to release it. Brad and Shawn also had a conversation with Bensonwood. Things have changed there and they are not interested in being our General Contractor on this project, but will draft design development for the shell. We should see that soon. The 3D model is in their system, so we'd need to work out how to access that and make it something all the players can share and contribute to going forward.

Shawn reached out to two architects that could be good fits for running this project. They need a few days to think about it, and then they'll get back to Shawn.

There are some program options with Liberty Utilities coming down the road for next year: prescriptive paths for municipalities and new construction. If you aim for levels of performance with your municipal building, you get levels of incentives. For this year, we may have more flexibility if we adopt a goal of a certain standard. We do need clarity about whether or not these incentive rates work the same way for a smaller building. Benson's shell already qualifies at a very high level. Jen pointed out that the town still has the Ready for 100 goal, and that this is the first new municipal building under this directive. It's important. If we went for zero net, we'd have to put solar back in the project; do incentives even out the cost? We would love to aim high and include solar, but we still want to be fiscally responsible. Brad can reach out to mechanical and electrical engineers and find out how this criteria would affect their numbers.

Ideally, we'd like to deliver all of the detailed design to the Trustees as a total package — line up some architect options, get site and shell proposals, plus we have HVAC and electrical/fire proposals already. Once we have all of this info, it would be a great time to have an all-hands meeting with the Trustees, Foundation, Select Board, and Building Committee. It's important to get all of the major players involved.

The Trustees need a solid update at their meeting next Monday, 9/14. Shannon, Brad, and Shawn will plan to attend and fill the Trustees in on the work we've been doing.

We'd like to start doing monthly updates to the town as a whole about where things stand. Through the fall, marketing is going to be an important part of this group's goals. This would fall under the duties of an architect — they're great at doing public updates on process. In the time of COVID, maybe an architect would put together updates to be posted/submitted to local sites/Connect Cornish by the Trustees.

Brad and Shawn will continue following up with Benson, Pathways, and architect candidates for their proposals, and will communicate to the rest of the group when those are available — hopefully within the next week or two.

Meeting adjourned at 8:39pm.

Meriden Library Building Committee
Meeting Notes
9.29.20

Present: Mary King, Jen Lenz, Brad Atwater, Shawn Rogers, Jeanne Woodward-Poor, Terri Crane, Shannon Decker, Leeli Bonney, Adrienne Cedeno

Meeting called to order at 7:02pm via Zoom.

Brad updated the group on detailed design proposals. A detailed site design proposal is in from Pathways; we're still waiting from detailed design on the shell from Bensonwood. Brad will follow up.

Brad, Jen, and Mary met with two different architects last week. First was Roy Ward at EH Danson, a firm in St. Johnsbury. Roy has submitted a proposal based on the information we gave him. Engineering/architectural/estimating are all part of his proposal. This is similar to the type of proposal we got from UK Architects years ago.

The team also met with Jay Barrett, an architect out of White River Junction. He provided a proposal describing his services, but recommended having an estimator look at this before bringing an architect on board. It is wise to do this, given that the costs we have are from a pre-COVID world.

Shawn has also reached out to Andrew Garthwaite of Haynes and Garthwaite Architects in Norwich. Their style is a good match for us, and they have experience with public municipal projects. They're planning to get back to us.

The group agreed that we should look at the budget and get a new estimate before moving ahead. Shawn will reach out to estimators and find out what they would charge, so we can get that moving ASAP. Ideally, we'd aim to have an estimate by the next Library Trustee meeting on 10/12, but that could be tight. We won't choose an architect until our estimate has been updated. A meeting of the Building Committee, Trustees, Selectboard, and Foundation will be necessary before bringing an architect on board.

At the next Trustee meeting, we'll update the Trustees on our search for estimators and architects, to keep them fully in the loop. In the meantime, Shannon will reach out to Steve for important upcoming dates of budget hearings and warrant articles.

Meeting adjourned at 8:40pm.

Meriden Library Building Committee
Meeting Notes
10.8.20

Present: Mary King, Jeanne Woodward-Poor, Jen Lenz, Shannon Decker, Adrienne Cedeno, Brad Atwater, Terri Crane

Meeting called to order at 7:00 via Zoom.

Jen updated the group on a meeting with Andrew Garthwaite, an architect from Haynes and Garthwaite that took place on Monday. Shawn, Brad, Mary, and Jen attended the meeting. This firm built the Unitarian Church of the Upper Valley on Route 5, which is a beautiful building, but many of their projects are more residential.

All of the architects we've spoken to may want to put their own stamp on the building, and start with possible changes to the schematic design. Now we have contacts with Jay Barrett, EH Danson, and Haynes and Garthwaite.

Shawn reached out to Trumbull Nelson to start the conversation about a revised estimate. He is planning to follow up with them. The estimate is the next step. We need to know what the building is going to cost before we can move forward with a warrant. Shannon will email Shawn to move forward with the estimate. If these architects want to put their own stamp on the building, will that affect the estimate significantly?

At the end of last week, we got an updated proposal from Benson, and Brad/Shawn spoke to them this morning. We do have an updated number from them on the shell now, which includes the engineering and other things associated with their shell package. This gives us the info we need to make decisions going forward. Is there a way to compare this new number to the previous number we got from Benson? That's challenging because that original number was based on them being the GC of this project.

We only have one proposal right now, from EH Danson. Haynes and Garthwaite may have something next week; can we ask Jay Barrett for a proposal before we have the new estimate in hand? Let's ask Shawn if Jay is willing to write something up, so that we have all of the architect proposals in hand at the same time. The Building Committee will meet to review the proposals and choose one to recommend. The Trustees will make the ultimate decision, with input and recommendations from the Building Committee. The Trustees can also meet any or all of the architects.

Brad and Shawn will cc Shannon and Jen on communications going forward, to keep them in the loop. When we have all three architect proposals, we'll share them with the group and the Trustees.

We need a subcommittee to work on laying out a schedule of dates within the next month, to provide deadlines and goals to work toward.

Hard date for architects: 10/19

Hard date for estimate: 10/23 (or ASAP)

Building Committee meeting: 10/20 to review architect proposals

Date for trustees: 10/27 for proposed meeting on this topic, to review estimate and architect

Stage 2: Meeting with Trustees, Building Committee, Selectboard, Foundation

- The purpose of this meeting will be to inform everyone of the status of this project, and to get all parties on board.
- We are dealing with three different pots of money, and we need to determine what payments come from what funds. Those payments could be very confusing, so we need to establish a procedure for the release of funds going forward.

Shannon will also reach out to Steve to parse the dates and find out what we need to be ready for. Shannon and Brad will also plan to attend the Trustee meeting on Monday, 10/12 to provide an update.

Meeting adjourned at 8:26pm.

Meriden Library Building Committee
Meeting Notes
11.6.20

Present: Mary King, Jen Lenz, Brad Atwater, Shawn Rogers, Terri Crane, Leeli Bonney, Suzanne Spencer, Shannon Decker

Members of the Public: Adrienne Cedeno, Jeanne Woodward-Poor, Kevin and Vicki Ramos-Glew

Meeting called to order at 4:00pm via Zoom.

The group has three architect proposals to review. The first comes from EH Danson; the second from Jay Barrett; and the third from Haynes and Garthwaite. Each architect provides a slightly different flavor of services and a different pricing structure. The group agrees that this is a relatively simple project and doesn't need a lot of the bells and whistles.

We also discussed GeoBarns, a design/build firm out of White River Junction. Kevin and Vicki Ramos-Glew had a great experience building their home with GeoBarns, and suggested we look into them. Both attended the meeting to discuss their positive experience. Mary and Jen met with the three principals at GeoBarns; Brad also spoke with them about technical specs of our project. Since GeoBarns is a design/build firm, like Bensonwood, so many of the things we liked about Benson would carry over. They're innovative and eager to do a municipal project. They can meet our performance needs and budget, but GeoBarns buildings have a distinct look. Is that something we like and are interested in? The group agrees that it is, and that we should ask them for a proposal. Shawn will provide a template with guidelines for what we need in a proposal, and Brad will ask GeoBarns for a proposal in 1-2 weeks.

Brad will reach out to the architects and let them know that it may be a few weeks before we make a decision. We will also ask the Trustees if they will be available for a meeting in 2-3 weeks to discuss the three architect proposals and the proposal from GeoBarns.

We also received a revised estimate from Trumbull Nelson. It did not include site work, so Brad will circle back and ask them to add that in so we have a complete, updated estimate to use moving forward.

The building committee will next meet on Friday, 11/20 at 4pm.

Meeting adjourned at 6:35pm.

Meriden Library Building Committee
11.20.20
Meeting Notes

Committee members present: Mary King, Terri Crane, Jen Lenz, Brad Atwater, Suzanne Spencer, Shannon Decker, Shawn Rogers, Steve Halleran

Members of the public/Trustees: Jeanne Woodward-Poor, Adrienne Cedeno

Meeting called to order at 4pm.

The group reviewed the new proposal from GeoBarns. Brad confirmed with them that this proposal includes engineering services and design development. There are elements that GeoBarns included, such as pine floors, that we'd want to change going forward. An architect fee is not included in this pass, but we could get those services either through GeoBarns or through a separate architect of our choosing.

This project is coming in at a fairly consistent cost, both from Trumbull Nelson and GeoBarns. That level of consistency is a good indicator. There is still some homework to do on comparative budgeting; Jen has worked up a spreadsheet to make sure that all of the same things are included in both budgets. Brad and Shawn will take a look at this spreadsheet over the weekend to make sure nothing is missing.

Everyone generally likes the GeoBarns look – it's more open than our original plan, and has more light coming in from above. Shawn suggests, if we go this route, that we'd need to be up front about codes, maintenance, and warranties we'd need for a municipal building. Materials that are durable and low-maintenance are key.

The group likes the idea of asking GeoBarns and Jay Barrett to work together. This way, the primary relationship for the town would be between the architect and the Trustees. Brad will reach out to Jay Barrett to ask if he'd be interested in this kind of arrangement, and what his fee would be like.

We want to make this a 1-year ask from the town, not a bond; the group would prefer not to ask for more than \$200K. The warrant article will ultimately be up to the Trustees. We can make this a non-lapsing article, as last year, for up to 5 years. It's time to give the town a chance to vote on this project, now that we have all of this new information; we can still continue fundraising, and we can start accepting/collecting pledges once the warrant article is passed.

In mid-December, we'd like to get the Trustees, Selectboard, and Finance Committee together to discuss this project and the warrant article. We're bringing upwards of \$850K in private money to the town for this!

Jen made a motion: It is the recommendation of the Building Committee to use GeoBarns for this project, with architect oversight from Jay Barrett. All voting members of the group voted yes. This will be recommended to the Trustees at their meeting on Monday the 23rd.

We will prepare a new Q&A document and list of benefits that can be posted to the library website. Shannon will send a list of important dates to the group, highlighting Selectboard and Finance Committee meetings where we should be present to discuss this project.

Meeting adjourned at 5:53pm.

Meriden Library Building Committee
Meeting Notes
12.11.20

Present: Mary King, Jen Lenz, Suzanne Spencer, Brad Atwater, Shannon Decker, Terri Crane, Leeli Bonney, Jeanne Woodward-Poor

Public present: Helen Kohler, Adrienne Cedeño, Judy Ptak, Bonnie Swift, Nancy Norwalk, Vern Braswell

Meeting called to order at 4pm.

No public comment.

Brad gave the group an update on the meeting between Jay Barrett and GeoBarns, which took place on 12/10. Brad and Shawn both attended. It was a great meeting, and an opportunity for the parties to ask questions and speak up about any irreconcilable issues with this arrangement. GeoBarns is comfortable with this arrangement, and Jay was able to ask any questions he had about process. Moving ahead, Jay will be the primary contact for the Trustees; GeoBarns and other professionals will go through him. Jay is pulling together documents and language to lay out how this will work, which will then go to Barry Schuster and the Trustees for review. This is an enthusiastic group of professionals who are saying they can make this happen.

The Foundation currently has \$600K in private funds. The Trustees hold \$214K, the ADA fund has \$45K for this project, and the Meriden Library Replacement Fund has \$18K, for a total of \$877K. Right now, the overall project cost is looking like \$1,150,000. Completing detailed design work is the way to tighten up those numbers and learn more.

How much could get done before Town Meeting? We hope to have the second iteration of project budgeting in time for the first budget hearing. Ideally, construction documents will be done by Town Meeting. GeoBarns won't get into new drawings until they have an agreement with the Trustees.

The Foundation is set to meet next week. They will continue to fundraise, and should discuss expectations with the Trustees. Brad will invite Jay Barrett to Monday's Trustee meeting, to meet the group.

Jen spoke briefly about the town's purchasing policy requiring bids. She exchanged emails with someone at the NH Municipal Services Council, who confirmed that libraries and towns are separate entities in terms of purchases. The town's purchasing policy does not apply to a new library building.

On Monday, the Trustees will discuss the warrant article. Up for discussion is whether to make the article non-lapsing for up to five years, and what amount to ask for, with the understanding that we won't break ground until we have all the money in hand. On

Wednesday, we'll discuss the project with the Selectboard. Jen will do a overview and cover the purchasing policy, Shannon will discuss the pots of money, and Jeanne will lead discussion of the warrant article.

No additional public comment.

Meeting adjourned at 5:10pm.

Meriden Library Building Committee
Meeting Notes
1.5.21

Committee members present: Mary King, Shannon Decker, Shawn Rogers, Jen Lenz, Terri Crane, Brad Atwater, Leeli Bonney

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeño, Nancy Norwalk, Helen Kohler, Bonnie Swift, Vern Braswell

Meeting called to order at 7:02pm.

Mary gave an update from the Meriden Library Foundation. They have begun an updated campaign to raise as much money as possible before Town Meeting. A letter went out to donors this week. Total, \$925k is earmarked for this project between funds held by the Foundation, Trustees, and town ADA and building fund. Great news!

Brad and Shawn gave the group updates on progress with Jay Barrett and GeoBarns. Things are progressing. Right now, we need to line up a structural engineer; GeoBarns' first try isn't available, so they're working on that. We should know more in the next few days. Jay and GeoBarns are communicating about who does what in design development. Now we need Jay's revised proposal for the Trustees. We'd like Jay to attend the February Trustee meeting, so he can answer questions and lay out benchmarks for moving forward.

What if Town Meeting isn't until July? How much would it cost to get a set of construction documents for this project? Brad estimates \$50-75k. The group agrees that it is worthwhile to pay for that clarity now; at \$1.15M, we have many variables and the only way to pin them down is to start paying people to do the work.

The group reviewed the updated FAQ, and Jen also drafted a shorter brochure for distribution. Overall, the FAQ looked good to the committee.

At the Trustee meeting on Monday, the 11th, the Trustees will discuss the warrant article. Shannon and Brad will also attend to answer questions and provide updates.

During public comment, Helen Kohler questioned why we had not pursued a prefab structure. Brad noted that we spoke to Preferred Building Systems and LaValley Building Supply, but determined that a prefab structure would not meet our needs because a.) a modular structure is built as a box with four sides, but when you have a slab (as we do), a box is not needed; and b.) modular structures can only be transported in road-sized pieces, and a building of the size we need would have to be pieced together after transport, which would result in seams. For those reasons, the committee decided not to pursue this path further.

Meeting adjourned.

Meriden Library Building Committee
Meeting Notes
1.19.21

Committee members present: Jen Lenz, Mary King, Brad Atwater, Shawn Rogers, Shannon Decker, Terri Crane, Leeli Bonney, Steve Halleran

Members of the public: Adrienne Ceden, Nancy Norwalk, Bonnie Swift, Helen Koehler, Vern and Holly Braswell

Meeting called to order at 7:00pm.

Brad and Shawn provided an update from GeoBarns. They are still working to nail down a structural engineer. GeoBarns has someone in Virginia who knows their work and is trying to get reciprocity in New Hampshire. If the reciprocity works out, they'll reach out to Jay to talk about contractual expectations. Shawn expects this could happen in the next 48 hours. GeoBarns doesn't need anything from us right now; they'll talk amongst themselves and be in touch with us soon.

Mary gave an update on behalf of the Meriden Library Foundation. There is less than \$30K left to raise in order to meet our \$1.15M budget. The match incentive will be extended, and will also apply to new donations in order to raise as much money as possible. The Foundation is planning the next part of the fundraising campaign, including how to reach out to new donors in the community.

Shannon mentioned that the Friends of the Meriden Library met recently and are willing and available to get the word out about this project when we're ready. We'll need to wait for contracts to be signed, but they are happy to be a resource for outreach and communication.

The group discussed the Town Report. Per Steve, we have until next Wednesday to submit something. The group was in favor of submitting the FAQ with changes/rewording. Steve noted that the Town Report is a good way to disseminate information, but it is also a historical record of what has happened. It leaves breadcrumbs for future committees on future projects, so we can add to our report if there's more we'd like to communicate.

Tomorrow, 1/20, is the first town budget hearing. The Trustees will have the prepared text of the warrant article. The text they have now has been approved by the DRA, but there is some concern that the wording "raise and appropriate" is confusing. Changing it would involve getting new language approved. Adrienne suggested adding a preamble to explain the first sentence; Shannon noted that we can also rely on communication before Town Meeting to explain the warrant article to minimize confusion in advance of the vote. With the current wording, either the town or Trustees could write the checks for this project; the process will be determined once the project has the green light. Would there need to be a

public hearing to accept the funds from the Foundation? The town vote may supercede this, but we will find out and have a public hearing if necessary.

During public comment, Vern asked if it is required to ask voters about tearing down the existing building. Steve confirmed that this is one of the reasons to have this warrant article. Mary noted that, under NH law, the Trustees technically have the authority to remove the building, and Shannon added that the existing building does contain hazardous materials that would need to be dealt with at some point. This has factored into our decisions to proceed as we have.

Meeting adjourned at 7:32pm.

Meriden Library Building Committee
Meeting Notes
2.5.21

Committee members present: Mary King, Jen Lenz, Suzanne Spencer, Brad Atwater, Terri Crane, Leeli Bonney, Shawn Rogers, Shannon Decker

Members of the public present: Vern Braswell, Holly Braswell, Bonnie Swift, Adrienne Cedeno, Jeanne Woodward-Poor

Meeting called to order at 4pm via Zoom.

Building:

Brad, Shawn, and Jen gave an update on GeoBarns and Jay Barrett. The kickoff meeting with this team went well. Jay has since sent an email describing the scope of work for him, structural, and civil engineers. Brad, Shawn, and Ryan at GeoBarns are discussing performance specifics. In the next few weeks, details will be tightened up and clarified, and the timing of deliverables will be circulated with the goal of being shovel-ready by Town Meeting on June 5th. Things will start happening fast – this is a speedy timeline, aiming for detailed design to us by early May. Jay and GeoBarns have set a weekly meeting for Wednesday mornings. GeoBarns also discussed interior design of the building with Mary. They are willing to work with a library interior design company as needed.

The group discussed forming subcommittees or appointing delegates to handle things like engineering, budget, interior design, and outreach. Ryan at GeoBarns set up a proposed calendar of target dates, which will help us set up future meetings (of Building Committee and/or Trustees) according to deliverables. The MLBC will review deliverables, then pass to Trustees with our recommendations. From here out, we will have biweekly BC meetings. We'd also like for Jay Barrett to attend Trustee meetings, to be a spokesperson for the project. Jen will pass him the current Trustee meeting schedule. The Trustees may eventually need a specific building meeting once a month; we'll look at the normal Trustee calendar to determine whether the scheduled meetings will be enough.

Funding:

Mary gave an update from the Foundation. Things are moving along, and they are within \$20,000 of meeting the budget goal of \$1.15M. They would like to continue fundraising beyond that, as possible.

Outreach:

We can add new files online. Can we disseminate information via some of Steve's weekly Facebook posts? Mary will post the updated FAQ to the library website as well. The Friends of the Meriden Library are putting together a video, and Shannon is working on a shorter brochure to disseminate information; we can talk about this at our next meeting.

We'd like to bring the project to the Energy Committee for their support once modeling is done, in the next month or two.

EBSCO Solar Grant Application:

Mary told the group about this grant, which seems like a perfect fit for us. Brad reached out to them, and they encouraged us to apply. They have a yearly grant with \$200K available.

The application is due May 3rd; we will be close enough to having our detailed design work done to submit. Mary is hoping to delegate pieces of the application:

- Administrative part: Mary
- Technical part: not available yet
- Cover letter: Shannon

Meeting adjourned at 5:17pm.

Meriden Library Building Committee
Meeting Notes
2.19.21

Committee members/advisors present: Mary King, Brad Atwater, Jen Lenz, Terri Crane, Leeli Bonney, Suzanne Spencer, Shawn Rogers, Shannon Decker

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno, Nancy Norwalk, Bonnie Swift, Vern Braswell, Holly Braswell

Meeting called to order at 4pm via Zoom.

GeoBarns update:

Jen and Brad gave the group an update on detailed design progress from GeoBarns. 50% of the detailed design is nearly complete, and drawings are circulating. This is the point where GeoBarns puts their mark on the original floor plan and makes some small changes; they have to juggle some elements around because of their timber framing. One change is a small breakout room with half-walls for small gatherings, but this won't change the overall footprint — it's akin to a more flexible version of the bump-out in the Bensonwood plan. Jeanne pointed out that it's important to remember that we are making the entire building wheelchair-accessible, not just the entrance. This includes bathrooms and space between the stacks. Utility space has been added, closets moved, and the office enlarged slightly. The next big piece is to model the building so that we can manipulate it. This will validate that the building can perform on par with the Bensonwood building. Within about two weeks, we should be at about 90% with detailed design.

Delegates:

Shannon briefly reviewed the list of delegates and subcommittees:

- Building/engineering: Jen, Brad, Shawn
- Design: Mary, Terri, Jen
- Budget: Jen, Brad, Shannon
- Outreach: Suzanne, Terri, Leeli, Shannon

Architect contract and scope of work:

The group discussed Jay Barrett's paperwork and contract. He is flexible and has requested two lump sum payments, one at 50% design and one at 100% design, for a total of \$21,000. How does this align with GeoBarns payments? The group would prefer monthly payments for everyone, but Jen will reach out to Ryan at GeoBarns to see what his payment system is and how to marry the two. Brad also spoke to Steve about billing; every Monday is the window to get checks cut for a Friday. We will set up a system so that it's clear to Steve when checks should be cut. This will include a one-sheet template with all of the necessary info (requester, who is paid, authorization from Trustees with signatures); we can get this from the NHMA or discuss with Barry Schuster.

Jay will cover plumbing and electrical in his scope of work, but more advanced lighting design may require a specialist. Lighting is a critical part of library design, and the cupola will provide natural light that will require interior lights to adjust naturally. Liberty Utilities will offer incentives, but will have qualifications; Brad is chasing that information. The group agreed that we could take lighting design off Jay's plate; our budget is firm, but this is an important element.

Budget:

We have an itemized budget to stick to, and we're making it a priority for all involved parties to know and understand that. The message is not that we have bottomless funds, but that we need to stay on budget. GeoBarns is looking to validate performance targets, but prices of materials are changing. We're about to get our first check on the budget; there should be enough left undefined in the budget to make up for changes and adjust/recover accordingly. Ryan received line item numbers for non-building pieces from us last week, so that he can manage the project budget as a whole. If this comes in way over budget for some reason, can we value engineer it? Yes, and we have various budget benchmarks where we can assess. The Foundation continues to fundraise, and more excitement will be generated once images are available.

Trustee Meeting (March 2):

The Trustees have a building-specific meeting on the calendar for March 2nd. This will be a good time to walk through the plans; GeoBarns should have the look ready at that point. We'll ask them if this is a reasonable target, so we can have documents posted in advance for people to view. Jay Barrett also has this meeting on his calendar.

EBSCO Solar Grant update:

This application is underway, but we'll need additional information from GeoBarns when available. The application is due May 1.

EV charger discussion:

We've talked in the past about including an EV charger as part of the design, but had set it aside. The cheapest way to prewire this is to include it in the plans now, so that a trench can be dug during sitework, so this is a good time to put it on the table for discussion. The Energy Committee is interested in encouraging EV infrastructure in Plainfield; there is one charger in Plainfield Village at the Country Store, and they'd like to see one in Meriden as well. They have looked at the school as a possible site, but we should reach out to them for expertise and opinions. Shawn pointed out that EV is looking to become a standard feature in the next five years or so, and that there are incentives to do it, but then who maintains and fixes it when necessary? Jen will reach out to the rest of the Energy Committee with all of these questions. Suzanne also mentioned Tesla batteries, and Brad confirmed that the building will be battery-ready, with space in the utility closets if need be.

Meeting adjourned at 5:36pm.

Meriden Library Building Committee
Meeting Notes
3.5.21

Present: Mary King, Jen Lenz, Brad Atwater, Terri Crane, Shannon Decker

Meeting called to order at 4:05pm via Zoom.

Jen and Brad started with some engineering updates. We are expecting a contract from Jay Barrett this weekend. The engineering delegates will review it, and Jen will run it by Barry Schuster before the Trustees sign. A Trustee meeting will need to be added, likely for the week of 3/15. There will also be performance specs and budget confirmation info to discuss with the Trustees in the coming weeks. We want to be transparent about spending down Trustee funds with Jay Barrett and GeoBarns during this detailed design phase, because we will have to amend those numbers at town meeting (both total existing funds and total overall amount still to pay, in equal measure).

On Wednesday, the engineering team had their weekly meeting. Discussion this week was largely about materials. Right now, the preference is drywall interior walls, which will be brighter than shiplap and also covered with shelves in places. The recommended roofing is corrugated with exposed fasteners. There are discussions about exterior siding. The group is looking at Windswept Weathered Wood, but waiting for more information about maintenance requirements. There should be samples at the Meriden Library next week that we can take a look at. An alternative is factory coated Eastern White Pine. As for flooring, we will have carpet in the main area and multipurpose room. Flooring in the bathroom and hallway is TBD; they're looking at a few options. Mary is talking to library services re: carpet brands.

Mary also noted that our libraries are part of a buying consortium, which can come with significant savings. She is going to explore this further. She and Terri have been working on furniture layout, and have contacted library supply companies about shelving. The cost of steel has risen exponentially, so metal shelving is not as appealing. We can have volunteers help assemble and install shelving when necessary.

After discussion, Evan Oxenham of the Energy Committee recommends placing an EV charger at the school instead of the Meriden Library, so we do not need to include that in our plans.

Upcoming matters for discussion and review: Jay's contract; first pass of energy modeling. The group also discussed pursuing rebates toward abatement. Brad will make a call to get more information to share with the group.

Meeting adjourned at 5:36pm.

Meriden Library Building Committee
Draft Meeting Notes
3.19.21

Committee members/advisors present: Jen Lenz, Suzanne Spencer, Shawn Rogers, Terri Crane, Shannon Decker, Mary King (advisor), Brad Atwater (advisor)

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno, Nancy Norwalk, Vern Braswell, Holly Braswell

Meeting called to order at 4:03pm via Zoom.

Roll call was taken and the agenda was shared on the screen.

Updates from various delegates were given. The Engineering group (Jen, Shawn, and Brad) spoke about the materials discussions they've been having with GeoBarns. Nothing has been officially decided, as we're waiting for dollar amounts, but preferences have been agreed upon: metal roofing; drywall inside; carpet in the main rooms; vinyl tile or panels in the entrance area; Wythe Windows with a tilt and turn feature; eastern white pine with pickling for the ceiling. Siding is still TBD, but GeoBarns has recommended Windswept and is looking into other options as well.

The first pass of energy modeling came in, and the GeoBarns version improved upon Bensonwood at 46% better than code. We're looking for the most efficient way to get some of the lighting and mechanical work done, and putting together a list of targeted items a person might do in this category, as well as incentives that would cover the cost of that work. GeoBarns' detailed design is looking to be about 90% complete right now. The main issues have all been identified, and all or nearly all resolved at this point.

Suzanne and Brad have both been following up on potential stimulus money to put toward the project. Suzanne spoke to some congressional delegates but, so far, no luck. Brad is talking to the Northern Border Regional Commission. The fact that we are a municipal project, that our building is energy-efficient, and that it demonstrates resilience by being battery-ready are all positives in the eyes of the commission. Brad will speak with them further next week.

Mary reported that the Foundation has reached its budget goal! They intend to continue fundraising.

Looking ahead, there is a Trustee meeting on Tuesday, 3/23, to discuss the building project. Next week, we should get an update on the budget and how COVID has affected it by impacting material costs. Ryan at GeoBarns is looking at material costs as well as the sitework we have from Mak's.

At this point, Jen made a motion to go into non-public session. Shannon seconded. Suzanne, Shawn, and Terri all voted in favor. Members of the public were sent to the waiting room.

At the conclusion of the non-public session, Jen made a motion to come out of non-public session. Shawn seconded. Suzanne, Shannon, and Terri all voted in favor. Any remaining members of the public were let back in from the waiting room.

Jen then made a motion to seal the minutes of the non-public session. Shawn seconded. Suzanne, Shannon, and Terri all voted in favor.

Meeting adjourned at 5:20pm.

MERIDEN LIBRARY BUILDING COMMITTEE
Meeting Notes
3.26.21

Committee members/advisors present: Mary King, Brad Atwater, Jen Lenz, Shawn Rogers, Leeli Bonney, Terri Crane, Shannon Decker

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno, Bonnie Swift, Nancy Norwalk

Meeting called to order at 4:04pm.

Jim Smith, an architect who has worked with GeoBarns before, submitted a proposal for completing the first stage of this project. His fee is very reasonable, and he is willing to fill the role of checker-in-chief, providing liability insurance, working on code compliance, and stamping the final drawings. He was very responsive and sent a proposal within 24 hours of having an initial call with committee members. Jen requested references; some have come in and others are forthcoming. Jim has seen a scope of work from us and understands what we're asking him for. At this stage, it makes sense to go with someone who is familiar with GeoBarns as a design-builder.

Jen made a motion to move forward with Jim Smith as the architect of record on this project; Shannon seconded. The group voted in favor, 4-1. As the Trustee representative, Jen will get Jim up to speed, prepare a contract and have Barry review it, and we will present the plan at the Trustee meeting on 4/5.

We are expecting a pass of the budget soon from GeoBarns. Structural is far along; we need more civil detail for the site budget; we also need more direction for mechanical and lighting. The architect's function will include a paper trail and payment schedule. There are concerns with the market costs of lumber in a COVID world, but the way GeoBarns acquires materials may work in favor of this project.

The group discussed the alignment of contracts. Some subs were contracted to Jay Barrett before; with him leaving, do we want to shift those contracts to the Trustees? Jen spoke with Barry and he didn't have any major concerns with this setup. Many engineers are done or partly done now, so it shouldn't be overly complicated. We can also avoid a potential markup fee if subs are contracted to the Trustees, rather than the architect. Jay Barrett will pass the structural design invoice from Bob Palucci to us.

Civil engineering: Erin Darrow had not started as of last week. She reached out to Shannon to say that she was interested in continuing with the project. She seems willing to be flexible about the scope of work, but she also seems to be busy, so the timeline may be an issue. We'd like to get some other proposals from the marketplace. Brad circled back to Pathways, who could likely fit this in. Randy Rhodes and Engineering Ventures may also wish to submit proposals. Brad will send them the scope of work and ask for costs and availability/timeline details.

Shawn noted, and the group agreed, that it is important to include opportunities for local excavation companies in this project. Many of those names have already been passed to Ryan at GeoBarns, and we can ask Steve for others or post a public notice. Mary agreed that we should focus on local contractors, but also need to keep a close eye on the budget at all times.

In terms of MEP (mechanical, electrical, and plumbing), Ryan has recommended an engineer who we may be able to cover with incentive money to help with lighting design. Brad is due to speak with Ryan about this specifically; then we would get a proposal for this work to consider.

Jen will talk to Jim Smith and get him up to speed, while also letting him know the contract won't be approved until 4/5 at the earliest.

Meeting adjourned at 5:56pm.

MERIDEN LIBRARY BUILDING COMMITTEE
Meeting Notes
3.26.21

Committee members/advisors present: Mary King, Brad Atwater, Jen Lenz, Shawn Rogers, Leeli Bonney, Terri Crane, Shannon Decker

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno, Bonnie Swift, Nancy Norwalk

Meeting called to order at 4:04pm.

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We are expecting a pass of the budget soon from GeoBarns. Structural is far along; we need more civil detail for the site budget; we also need more direction for mechanical and lighting. The architect's function will include a paper trail and payment schedule. There are concerns with the market costs of lumber in a COVID world, but the way GeoBarns acquires materials may work in favor of this project.

The group discussed the alignment of contracts. Some subs were contracted to Jay Barrett before; with him leaving, do we want to shift those contracts to the Trustees? Jen spoke with Barry and he didn't have any major concerns with this setup. Many engineers are done or partly done now, so it shouldn't be overly complicated. We can also avoid a potential markup fee if subs are contracted to the Trustees, rather than the architect. Jay Barrett will pass the structural design invoice from Bob Palucci to us.

Civil engineering: Erin Darrow had not started as of last week. She reached out to Shannon to say that she was interested in continuing with the project. She seems willing to be flexible about the scope of work, but she also seems to be busy, so the timeline may be an issue. We'd like to get some other proposals from the marketplace. Brad circled back to Pathways, who could likely fit this in. Randy Rhodes and Engineering Ventures may also wish to submit proposals. Brad will send them the scope of work and ask for costs and availability/timeline details.

Shawn noted, and the group agreed, that it is important to include opportunities for local excavation companies in this project. Many of those names have already been passed to Ryan at GeoBarns, and we can ask Steve for others or post a public notice. Mary agreed that we should focus on local contractors, but also need to keep a close eye on the budget at all times.

In terms of MEP (mechanical, electrical, and plumbing), Ryan has recommended an engineer who we may be able to cover with incentive money to help with lighting design. Brad is due to speak with Ryan about this specifically; then we would get a proposal for this work to consider.

Jen will talk to Jim Smith and get him up to speed, while also letting him know the contract won't be approved until 4/5 at the earliest.

Meeting adjourned at 5:56pm.

Meriden Library Building Committee
Meeting Notes
4.2.21

Committee members/advisors present: Jen Lenz, Brad Atwater, Mary King, Terri Crane, Suzanne Spencer, Leeli Bonney, Shannon Decker

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno, Nancy Norwalk

Meeting called to order at 4:02pm via Zoom.

Engineering Updates

Brad and Jen have looked at the scope of civil engineering to be done, and have put together a one-page revised scope. We already had numbers from Erin Darrow and Pathways, and now Brad will offer them and others (Horizon Engineering, Engineering Ventures) the one-page scope to ask for interest, proposed cost, and ability to meet our timeline. Meanwhile, Ryan at GeoBarns has been reaching out to site contractors.

Brad has a spreadsheet of the remaining mechanical/electrical disciplines to complete, and has broken them down to see what can be covered by incentives from Liberty Utilities. Peter Cooper has given Ryan a proposal and has a lot of experience with energy systems. Once he approves the list of potential elements to fund, we can approach Liberty about incentives. They could be in the ballpark of \$8,100, plus a \$5,000 bonus if we match our performance targets one year after construction.

Design updates

Mary reported that there will be a meeting with Milliken (a flooring distributor) next week to see samples. Mary is also in touch with library design companies regarding furniture, and will make some revisions and circle back to them. If Peter Cooper comes on board, Brad will set up a time for Mary to talk to him about lighting needs in the building.

Budget updates

Jen is negotiating with Jay Barrett now. Meanwhile, a proposal is in from Jim Smith for architectural services based on the detailed scope of work Jen provided him. He has been very responsive and wants to come see the site, maybe next week, if the Trustees approve his proposal. It will be discussed at the Trustee meeting on 4/5. Jen is getting GeoBarns' certificate of insurance and will determine if we will need any additional project-specific insurance.

Jen also has the agreement with GeoBarns for design work; they were formerly contracted to Jay, but redrafted the agreement and Jen and George Abetti have signed. The cost of design work is \$10,000. Jen has paid \$5,000, plus energy modeling costs of \$1,200 to RBG. This came from the \$15,000 the Trustees approved for spending in 2020. Liberty will cover \$900 of the RBG fee as a credit.

We will need a cover sheet template as payment shifts to the town. Jen, Brad, and Shannon are establishing a procedure for that now, to make sure all payments are authorized by the proper parties once construction begins.

Outreach updates

Most outreach about this project will happen in May, in advance of Town Meeting. Shannon is updating an informational brochure for discussion at our meeting on 4/16. The Friends of the Meriden Library are also putting together a video in support of the project.

Foundation

Mary reported that the foundation has raised the full amount remaining in the project budget, and will continue fundraising. Mary plans to bring up at the next Trustee meeting the need to bring together the Trustees, Selectboard, and Foundation to work out how the money from all three parties will be combined and paid out. Suzanne noted that the Selectboard will need to have a hearing to accept funds over \$5000 from the Foundation and Trustees, and the purpose for the money can be stated and agreed upon in the hearing.

Meeting adjourned at 4:39pm.

Meriden Library Building Committee
Meeting Notes
4.16.21

Members/advisors present: Terri Crane, Leeli Bonney, Jen Lenz, Suzanne Spencer, Shannon Decker, Mary King, Brad Atwater, Steve Halleran

Members of the public present: Helen Koehler, Jeanne Woodward-Poor, Adrienne Cedeno, Nancy Norwalk, Bonnie Swift

Meeting called to order at 4:02pm via Zoom.

Engineering Delegates

Jen and Brad updated the group about progress on the engineering side. Jen has been negotiating with Jay Barrett and has settled on a fee for his services, about ¼ of his total original fee. This will be discussed with the Trustees on Monday. Jay's invoice also includes a fee for the structural engineer, Bob Palucci.

Architect Jim Smith visited the site last week. He is eager and excited about the project, and has worked with GeoBarns before on some residential projects. His cost estimate is \$9000, which still puts us within our original cost estimate for architect fees when added to Jay's fee. Brad checked Jim's licenses in MA and NH. The group voted to recommend moving forward with Jim Smith as the architect of record on this project (5 yes, 0 no).

We've received a revised proposal from civil engineer Erin Darrow for \$10k, which is within budget. The timeframe for this work could be anywhere from 4-8 weeks, though we're hoping for closer to 4 weeks. GeoBarns should be able to get a better cost estimate with preliminary design work. The group voted to recommend Erin as the civil engineer for this project (5 yes, 0 no).

GeoBarns is tracking down budget numbers, and provided a more refined number today. It's in the ballpark, and there are still some numbers to nail down. This is encouraging, even though material costs are up across the board for construction in general. There are places where we know we have savings (Liberty incentives, EBSCO grant). GeoBarns is known for working within and sticking to a budget. This budget pass breaks down the general conditions, and is specific about what money goes where. We'll be looking closely at this, and appreciate the open process.

Brad and Ryan took a scope of work to Liberty for MEP, and are waiting to hear back from them about incentives. We could hear as soon as Monday.

Design delegates

Mary, Jen, and Terri met with a representative from Milliken flooring last week, and reviewed vinyl and carpet samples. They liked a walk-off carpet for the vestibule, luxury vinyl planks (which look like wood) for the hallway, and carpet tiles or planks for the main areas to help define spaces. The cost estimate is very reasonable, since we get a significant

discount through the library consortium; we would see savings beyond what GeoBarns has in the current budget for flooring.

Budget delegates

Jen, Brad, and Shannon have discussed what additional funds will be needed to complete pre-construction. The Trustees initially approved \$15k. The total will be around \$60k, so we'll need to ask for an additional \$45k to be authorized. The original estimate for pre-construction work was \$50-75k, so we're right where we'd hoped to be.

May 5th, the Trustees, Foundation, and Selectboard will meet to discuss construction payments and process. Right now, the idea is for Jen, Brad, and Shannon to check all invoices and sign off. We're creating a cover sheet with the necessary payment info to pass to Steve with invoices for payment. Steve notes that the town office has a good idea of how this will be handled, and that they'd prefer to make payments every few weeks/month rather than every week. How to handle the payment structure is also something Jim Smith will work with us on; that is part of the package we're paying him for, and he has a good deal of experience.

Outreach delegates

This group will be meeting on 4/27 via Zoom to review informational materials to circulate before Town Meeting. They should have materials to share at the next building committee meeting on 4/30.

EBSCO Solar Grant Application

Mary, Jen, Brad, and Shannon are all working on different pieces of this application, due May 3. A total of \$200k is available to be split multiple ways. Brad spoke to the EBSCO folks and they thought we were a great fit for this grant. Brad is also meeting with someone from Revision Energy at the Meriden Library on Monday to discuss solar.

Site details for civil design

We're at the point where some specific decisions re: site details need to be made in order for civil design to move ahead. These are things like signage out front, landscaping, walkways, book drop location, and parking lot lighting. Mary will survey the staff, and the design delegates (Mary, Terri, and Jen) will discuss in detail and bring recommendations back to the larger group.

Existing building

There has been discussion all along about how/when to put the existing library building on the market, either for removal or demolition/salvage. There needs to be a clear set of constraints attached to keep the construction process on the correct timeline, as well as making the whole thing conditional on approval of the new building at Town Meeting. This is something the Selectboard and Trustees can discuss at their meeting on May 5th. Shannon will research details with input from Brad, and bring those to the 4/30 meeting for discussion in advance of the Selectboard gathering on 5/5.

Meeting adjourned at 5:08pm.

Meriden Library Building Committee
Outreach delegates
Meeting notes
4.27.21

Present: Leeli Bonney, Terri Crane, Shannon Decker

Meeting called to order at 7pm via Zoom.

The group reviewed an informational brochure and flyer about the library building project, and made suggestions for changes. We also discussed social media and digital distribution of info in Connect Cornish, the PES newsletter, and an updated FAQ on the library website.

Brochure distribution is different these days, since many people still aren't coming into the library buildings. We talked about places around town to disseminate info, including businesses, post offices, and library pick-up tables. Leeli and Terri volunteered to deliver materials when available.

The town and libraries often use Doolittle's in Claremont; Shannon will discuss the process with Mary, and discuss funding for printing costs with the FOML.

Meeting adjourned at 8:30pm.

Meriden Library Building Committee
Meeting Notes
4.30.21

Members/advisors present: Terri Crane, Leeli Bonney, Jen Lenz, Suzanne Spencer, Shannon Decker, Mary King, Brad Atwater

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno, Nancy Norwalk, Bonnie Swift, Vern & Holly Braswell

Meeting called to order at 4:02pm via Zoom.

Engineering Delegates

Jen and Brad updated the group about progress on the engineering side. Erin Darrow's contract is signed, and she's due to begin civil design next week. Architect Jim Smith's contract has also been signed. Jay Barrett has been paid for his work, and Bob Palucci is authorized to send us drawings.

Brad noted that we're waiting for feedback from Liberty about incentives. It has been moved up to the person who will make the decision, so we should hear more soon. Brad also spoke to Chris Rollins, who did our base map years ago, and got permission to keep using that and pass it to Erin Darrow. He is also willing to add to it as needed for a fee.

Ryan at GeoBarns has gotten two proposals on fire engineering numbers in order to compare costs. When Jim is back in the office, he'll help us come up with the right mix for the alarm system, balancing cost and necessary design.

Design delegates

The schematic for flooring is in, and is now with Mary, Terri, and Jen. Mary is working through furniture quotes with vendors, and is setting priorities if not everything fits in the placeholder furniture budget. That budget will cover the needs, like shelving.

There are no strong opinions from staff about exterior design questions, but there is some info we can pass to Erin re: book drop location, ease of access, and walkways. The design team will list these things so they're ready when Erin gets to them. When we get first pass feedback from Erin, we can make adjustments as needed. The electrical engineer will also have feedback on exterior lighting, once we hear back from Liberty.

Budget delegates

With approval from the Trustees, Jen paid retainers for Jim Smith (\$3000) and Erin Darrow (\$1500). She also paid Jay Barrett and Bob Palucci. In last week's meeting, the Trustees authorized an additional \$45,000 for detailed design from the funds that they hold, which will get us through this part of the process and is included in the overall budget.

Outreach delegates

Leeli, Terri, and Shannon met on 4/27 to review and discuss outreach materials. They shared a flyer, brochure, and social media post with the group for approval, and plan to begin distributing these around town starting in mid-May. Shannon will also update the FAQ and send it to Mary for the website.

EBSCO Solar Grant Application

We received a proposal from Revision Energy with a few different options for solar coverage, including a net zero option and a roof array only. We can use this to describe our goals on the EBSCO application. The group agreed to ask for the roof array, rather than pay a premium to get to net zero when solar and battery tech will likely change tremendously in the next few years. This grant comes around annually, so we could always apply again, for either Meriden or Philip Read. Brad and Mary will finalize the grant application over the weekend and submit it by Monday.

Selectboard Meeting – 5/5

Next Wednesday, the Selectboard, Trustees, Foundation, and Building Committee will meet to share information about the Meriden Library building project. Jen will walk through the current building plans at the beginning of the discussion. We want to cover the logistics of combining the different pots of money; having Steve pay invoices; accepting money via public hearings; and putting out a simple ad to assess interest in purchasing the existing building.

Miscellaneous

Brad has sought out information about money available to us for demolition/abatement. So far, this doesn't seem like a big enough building to qualify for federal funding. Brad will reach out to Bill Knight to see if he has any additional information, based on his work with the school.

Mary is thinking about what it will take to pack up the books. Brad has a proposal for a tractor-trailer with a monthly rental fee, and will reach out to make sure that cost holds firm. He'll also speak to the road agent to confirm that the trailer could be stored at the Ferry Hill Annex, under cover, as previously discussed. It can also be stored at TDS.

Our next meeting is Friday, 5/14, at 4pm. Prior to that, Shannon will revise last year's Town Meeting presentation outline for discussion with both the MLBC and Trustees.

Meeting adjourned at 5:15pm.

Meriden Library Building Committee
Meeting Minutes
5.14.21

Committee members/advisors present: Mary King, Brad Atwater, Jen Lenz, Terri Crane, Shannon Decker

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno

Meeting called to order at 4:02pm via Zoom.

Engineering updates:

Chris Rollins did additional necessary surveying today, for a maximum cost of \$500. Ryan at GeoBarns has our list of local site contractors; he's waiting for the site info from Erin Darrow, because they'll want those drawings and a clear scope up front. Peter is working on the lighting design, and met with Mary to discuss specifics; a first pass is due next week. Jim Smith is connecting with Ryan now about the MEP peer review.

We've been approved for \$9,000 of incentive money with Liberty so far; this number could go as high as \$13,125 when all is said and done.

To address Shawn's question about flooring installation, Milliken is the distributor, but they will be able to offer installers that we can pass to Ryan. The quote they gave us did include an installation fee, so we can access our discount and use a local installer.

Jen will follow up with Erin Darrow to get a timeline on the civil design. Right now, the drainage numbers are the most important.

Design updates:

The design team received a rough schematic design for flooring; the group now needs to fine-tune their choices and decide on a color scheme. The flooring estimate in the budget is \$25k; the quote from Milliken is looking like \$14k and change – a significant discount! The quote covers a walk-off entry, vinyl planks, and carpet planks. Brad recommends looking at the walk-off option they used in some of the buildings at KUA.

As for outdoor design questions, Peter (lighting) and Erin (civil) will want guidance about where to run utilities outside. Mary has discussed this with Peter a bit, but Brad will also create a bulleted list of outdoor considerations for the group to react to. This will be forthcoming next week.

Outreach updates:

Materials are ready to print! The FOML have volunteered to cover any costs. Brochures and flyers should be ready to distribute next week. The outreach group will get these out there!

The ad requesting interest in the sale of the existing building is also approved and with Steve. This should run next week, with interest requested by 5/28, in advance of Town Meeting.

Foundation updates:

The Foundation has plans to reach out to donors, preparing for pledge collection by July 1 if the warrant passes at Town Meeting on June 5th.

Budget updates:

Is there any sense that material costs are leveling off? Brad notes that supply chains are evening out in some areas.

As we prepare to move to the next phase of this project, we'll need an income and expenses spreadsheet in addition to our current budgeting tools. We'd like to team up with Ryan to work together on this; we can use the current budget pass to tighten some numbers. Jen will start this and pass it to Mary, Brad, and Shannon.

FAQ:

This has been updated to reflect changes made this spring, and is ready to go on the library website. Shannon will get it over to Mary. We should hear about the EBSCO grant by late June, so we'll include the possibility of solar on the FAQ.

Town Meeting presentation:

The Trustees added a sentence to the warrant article to cover the potential sale/demolition of the current building. Jeanne will read the warrant article and break it down as needed; Jen will briefly discuss the building design (with images); Jeanne will wrap things up.

Our next meeting will be on Friday, 5/28 at 4pm.

Meeting adjourned at 5:38pm.

Meriden Library Building Committee
Meeting Notes
5.28.21

Committee members/advisors present: Mary King, Jen Lenz, Brad Atwater, Leeli Bonney, Terri Crane, Suzanne Spencer, Shannon Decker

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno, Nancy Norwalk

Meeting called to order at 4:03pm via Zoom.

Engineering delegates:

Erin Darrow was at the Meriden Library today digging test pits. She found good sand for water management purposes, so now she'll put her ideas on paper with numbers. At this point, we're waiting for those site numbers in order to move forward with detailed design. Erin thinks she can have something before Town Meeting.

Ryan was in touch with RBG earlier this week. He has been getting mechanical proposals from contractors and RBG will review those, so the system of checks and balances is set up and ready to go.

Design delegates:

Mary has been working on prices for the kitchenette, since the GB quote seems high. Brad put together a list of exterior site design considerations, some of which will depend on conversations with Peter Hooper about lighting design. We would like to have a lit sign on the building itself (much like Poor Thom's) rather than a yard sign. There is a placeholder in the budget for this, so it's just a matter of refining those choices now.

Outreach delegates:

Flyers and brochures have been distributed around town, and people are seeing them! Shannon will check with Steve and Paul about handing out informational materials at Town Meeting. The FOML have done this in the past, and it would be nice to have flyers, brochures, or the updated FAQ for people to grab on their way in if they're interested. Brad and Terri will find out if the school will have a projector and computer set up, so that Jen can show interior and exterior visuals of the building during her portion of the presentation.

Foundation updates:

Mary noted that the Foundation is very aware of the need to get pledges in quickly if this passes at Town Meeting. Letters will go out right away.

Budget delegates/warrant article discussion:

The budget group met this week to look at updated numbers in detail. Updated costs from GB have led to a small change in numbers on the warrant article in order to get to an operational building. The total will change from \$1.15M to \$1.16M, but that money is all accounted for in pledges and existing funds. We are prioritizing costs, and the Foundation

is continuing with fundraising. In her presentation, Jen will note that costs are up to date as of XX (likely Tuesday, 6/1). A sentence was also added to the warrant article to allow for removal of the existing building.

Town Meeting preparation:

Jeanne will have a line of sight with Paul, and plans to stay at the front while Jen speaks. Other members of the committee and Foundation will aim to sit near the front and be available to answer any questions that might be asked after the presentation.

Meeting adjourned at 5:03pm.

Meriden Library Building Committee
Meeting Notes
6.11.21

Committee members/advisors present: Jen Lenz, Mary King, Brad Atwater, Terri Crane, Suzanne Spencer, Leeli Bonney, Shannon Decker

Members of the public present: Jeanne Woodward-Poor

Meeting called to order at 4:04pm via Zoom.

Engineering updates

The group received a timeline from Erin Darrow today for the site plan; her draft plan is due to us on 6/21. Jen will respond and let her know we need to accelerate the timeline, since this portion is already running late and holding up the rest of the process.

There has been some interest expressed in the existing building; a proposal may come before the Selectboard and Trustees. The group suggests a deadline of 7/1 for this proposal, the same date the Foundation is using for pledge collection. Shannon will discuss this with Steve and ask him to disseminate the information to interested parties.

A proposal for mechanical engineering came through from ARC. We will check this against what GeoBarns budgeted and can start making changes to tighten things up, if necessary.

Design updates

Mary talked to Ryan and Peter about lighting design this week, and looked at a first pass of a lighting plan for the new building. They'll make small changes and send a second pass, which Mary will also share with Brad. Ryan and Peter are researching lighting vendors.

Budget updates

Per Steve, a construction bond is needed. Brad will circle back to GeoBarns about this; this is something they discussed a while back. Jen paid two invoices this week, one to Chris Rollins for \$500 for survey work, and one to Barry Schuster for \$135 for legal services. Shannon has updated these in the budget spreadsheet.

Foundation updates

Letters have gone out to donors, with a July 1 deadline. Approximately 60% of pledges have already come in this week! Everyone is excited to move things along.

Outreach updates

Suzanne suggested a regular update to the town on building progress. We'd like to pass updates to Steve to include in his weekly Facebook posts, and will also put them in the library newsletter and on the library website so they're all in one place. We'll add this to our regular agenda to discuss updates at each meeting. Suzanne and Shannon can work together on these.

Our next meeting will be in person, per NHMA guidelines! We'll plan to meet **Wednesday, 6/23 at 7pm at the Meriden Library**. Going forward, our regular meetings will be Tuesdays or Wednesdays at 7pm.

Meeting adjourned at 5:32pm.

Meriden Library Building Committee
Meeting Notes
6.23.21

(Session had a noticing flaw and will be revisited on 7/1)

Present in person: Jen Lenz, Brad Atwater, Terri Crane, Shannon Decker, Adrienne Cedeno

Present via Zoom: Vern and Holly Braswell, Nancy Norwalk, Bonnie Swift

Meeting called to order at 7:05pm.

Engineering updates:

There is more work being done on HVAC design. It's looking like a hybrid system, with heat pumps and three inside/two outside units for heating and cooling in various zones.

Design updates

Mary purchased outdoor furniture for both libraries. She also checked the EBSCO website; they haven't posted their grant recipients yet. The second pass of lighting design is due soon, and the design group will review it when it comes through.

Budget updates

None this time around!

Outreach updates

Suzanne has offered to write the next public update for FB/library site/newsletter. The group decided we don't need one next week, but will have updates after our next meeting. Terri also mentioned that there are extra Building Project posters that we can modify and hang up around town, to keep people apprised of what's happening with the project.

Foundation updates

A large majority of the pledges have come in; some of the outstanding money is coming from other foundations/grants. This is wonderful news! The deadline for existing pledges is July 1.

Preliminary site plan from Erin Darrow (review)

The group looked at the preliminary site plan and discussed details we'd like to see changed. These include potentially eliminating one parking space to even out the lot; possibly using fill back near the pergola area to create more usable green space; shifting everything toward the Grange; adding a simple gravel path from the parking lot to the multipurpose room door; adding the book drop alongside the driveway; adding a bike rack; placing lighting at two specific corners of the lot, as well as on the exterior of the building itself; moving the storage shed near the parking lot; hard curbing on the building side of the lot, soft on the far side for drainage.

Jen will mark up the PDF drawing and send it to Mary with a list of questions for feedback. Brad and Jen will also ask Erin questions about grading and elevations; the possibility of adding fill in the back area behind the pergola; where we are constrained and where we

have choices; and if it's possible to add shrubbery between the library property and neighbor's house later on, or if the grading is too steep. We'll also ask Erin to add the pergola and new shed location to the drawing. The location of the exterior sign and type of exterior lighting are aesthetic choices that don't need to be made just yet. The group generally liked the idea of leaving the parking lot gravel, but we will need feedback from Erin about cost and drainage.

Letter of Interest for sale of the building

Thom and Amy Lappin have submitted a letter of interest. This is contingent upon a number of things, including our removal of the basement/foundation, the recommendations of their contractor (outstanding/forthcoming), approval from the ZBA on 7/12, and an agreed-upon timeline. The building committee oversees the construction timeline and can make recommendations to the Trustees regarding the sale of the building. We'd like to know more about the sequence of events and possible timeline of this sale (when is the contractor coming, is the ZBA meeting on 7/12 reviewing an application, etc.). Brad will speak with Steve tomorrow to learn more about what needs to happen next, and whether or not that will fit into our proposed timeline with GeoBarns.

Calendar for future meetings

Now that we're back to meeting in person, we need a revised meeting schedule. Fridays at 4 no longer work! Shannon proposed meeting the first and third Thursday of the month at 6pm from here on out. This will follow Selectboard meetings but will precede monthly Trustee meetings, so we can have updates ready for the Trustees as needed. Shannon will reach out to people who couldn't make it tonight to confirm that Thursday nights will work, and then will send future meeting dates to Mary and Steve for posting. With this new schedule, our next meeting would be next Thursday, July 1 at 6pm.

Public comment

Vern Braswell mentioned that it was very difficult to hear what was being said when multiple people were talking. The libraries have purchased a meeting owl, which has its own microphone and camera and will rotate according to who is speaking. Hopefully that will make things much easier for folks on zoom in the future!

Meeting adjourned at 8:52pm.

Meriden Library Building Committee
Meeting Notes
7.1.21

Present in person: Shannon Decker, Terri Crane, Suzanne Spencer, Jeanne Woodward-Poor
Present via Zoom: Vern Braswell, Holly Braswell, Nancy Norwalk

Meeting called to order at 6:05pm.

The meeting began with a recap of the meeting of 6/23, since there was a snafu with warning that particular meeting. (Please see posted notes from 6/23 for discussion details.)

In general discussion and updates, Terri noted that all but twelve of the pledged donations have been fulfilled. The Foundation is expecting to see more after the 4th of July holiday. Jeanne commented that she had heard of building material costs going back down. Shannon gave some updates from Brad and Jen. Jim Smith is working with GeoBarns on HVAC design criteria. Jen has passed site design comments to Erin Darrow, and is expecting the final site plan by 7/19 (but hopefully the week prior, if possible).

Our next meeting is scheduled for Thursday, July 15th, but that is the night of the popular rocket event at the Meriden Library. The group decided to move the next meeting to Wednesday, July 14th at 6pm at Philip Read Memorial Library. Shannon will make sure the town and library websites are updated with this information. After that meeting, we should be on our new, regular schedule of meeting on the first and third Thursday of every month.

In public comment, Vern noted that building material costs are still very high, from what he is seeing.

Meeting adjourned at 6:20pm.

Meriden Library Building Committee
Meeting Notes
7.14.21

Committee members present: Terri Crane, Mary King, Jen Lenz, Brad Atwater, Shannon Decker, Suzanne Spencer (via Zoom)

Members of the public present: Nancy Norwalk

Meeting called to order at 6:10pm.

Delegate updates:

We were not chosen to receive the EBSCO solar grant. 79 libraries applied, and they gave four grants of about \$50,000 each. There was quite a bit of competition this time around. We can apply again next year!

The design team reported that they had a call with Ryan regarding the mechanical design. The building capacity is an important piece of this design process and Ryan needed more information. He is also planning to check in with Peter Hooper about the lighting design. They have made edits to the original plan, and Peter is waiting for information from Erin Darrow on exterior lighting. Ryan will also share this info with Jim Smith.

Mary reported that things are going really well for the Foundation; there are six or seven outstanding pledges, but they expect to have the full amount of money in hand by the time funds are due to be turned over. Reminders for the remaining pledges were sent out last week.

The engineering team reported that Brad has been doing background work on mechanicals and ventilation this week. This has to do with spikes in capacity. He is also talking to Ryan and ARC about some new equipment for ventilation as a viable path.

Revised site plan:

The revised site plan is in from Erin Darrow, and is about 85% complete at this point. She made most of our changes from the last round, including shifting things closer to the Grange, flattening out the grade in the back of the building, and eliminating a parking space. She has suggested that it's a good time to bid the sitework.

We still need to add the book drop to the plan, and possibly a bike rack. The group talked about where to situate the book drop (to the left of the driveway), and making sure the sidewalk can accommodate it with a landing underneath and clearance to remove and wheel away the books. The group decided that the bike rack can be added later if needed. We had talked about possibly including some garbage and recycling cans to the left of the main entrance, but are concerned about those being in the line of sight from the road. For now, the shed will house the garbage cans. We'd like to have the shed aligned/straightened out on the plan.

We ran through the list of questions Erin sent. We agreed that the first floor elevation referred to the top of the first floor slab. How much can we play with the outside grade level? Code says that we need at least 6 inches of foundation showing, but we may want more to prevent ground splatter on the wood — we are planning for a foot and a half. We agreed that the slab height is fine, but wondered if we could play with the landscape and bring the dirt level up. The floor above the slab is less than an inch.

Do we want to pave the parking lot? Ideally, but the budget will drive what we do. We'd like to ask Ryan for ranked pricing now that we have the plan laid out, so we can determine if we'll go with asphalt or cement for the sidewalks, and pave/not pave the parking lot. Can we even do an asphalt curb if it doesn't join an asphalt parking lot? The engineering group will discuss options with Ryan.

We need some clarity about what the site drawing is intending to show about the slope from the entryway to the ADA parking space. Is this relatively flat? Jen texted Erin to find out, and she replied that the slope is 4 inches. The group agreed that having someone handle both sitework and cement work would be a benefit. Brad will also talk to Richie about the sidewalk material options and how the town plans to maintain it. The group discussed making the walkway to the front door special in some way, with pavers or stamped cement, but this will be driven both by cost and maintenance plans.

There is a small drywell included on the plan. The type is flexible and could be replaced with a culvert approach, but those materials are tricky to obtain right now, per Erin. We'd like to know the target size/volume of water expected.

Erin asked about our landscaping plans; for now, all we need is grass seed. Additional landscaping can be added later. If there is more fill available, can we add more flat space out back behind the building, or are there reasons we can't? We may end up with a few hundred yards of fill to place. We can't have too big of a drop-off beyond the flat area, though.

We'll also look at the existing streetlights as we confirm the exterior lighting plan.

Erin has offered to put together an RFP for us. Jen will ask where she is in her budget before asking her to do anything additional.

Ryan is anxious to see the site plan, and we'd like to get it to him ASAP for feedback. Brad will pass it along.

Per Steve, we'll need to have a site plan review before the Planning Board, to give the public the opportunity to comment. Jen will show the site plan to Steve after Ryan has seen it and given his input. In tandem, The Lappin proposal will come back before the ZBA on 7/26.

Ideally, we' ll have the site plan finalized and have an RFP ready to go by our next meeting on 8/5.

Meeting adjourned at 8:10PM.

Meriden Library Building Committee
Meeting Notes
8.3.21

Committee members/advisors present: Jen Lenz, Mary King, Terri Crane, Suzanne Spencer, Shannon Decker, Brad Atwater

Members of the public present: Jeanne Woodward-Poor

Members of the public on Zoom: Nancy Norwalk, Vern Braswell

Meeting called to order at 6:05pm.

Engineering delegates:

Erin Darrow has provided an updated site plan with most of our requested changes. The smaller parking lot is reflected here, with 8 spots close to the building and room for possible future expansion. (We also hope to save the oak tree on the far corner of the lot with these parking changes.) The parking lot will be gravel, all the same level with a slope to the entrance. Erin suggests using rock dust for sidewalks due to ADA compliance issues. If we have excess material from excavation, we'd like to have the option to use it elsewhere on the lot but need to know the volume. Brad will ask Bob Palucci to weigh in on moving fill and what implications that might have. The group agrees that we need one more back-and-forth on the site plan, particularly to give clarity for contractors who may want to bid on the work. When it's ready, Ryan at GeoBarns will send this out to local contractors to bid on the site work. Brad and Jen are going to request an in-person meeting to go over final changes in person with Erin, so we can nail down the final details quickly and thoroughly.

Jen and Brad talked to Jim Smith about preparing the RFP last week, and reiterated that it's important for us to bid out the site work. He's looking at templates and will get back to us. The group agreed that the RFP is a good place to tap into Jim's expertise. Jim also suggested a site walk with potential contractors, possibly the week of 8/16. Jen will reach out to Jim tomorrow and ask him for an RFP by next Wednesday, 8/11. She'll also invite him to our meeting on 8/19, with the possibility of scheduling the site walk beforehand so he can do both in one trip. We'd also like to invite Ryan to the meeting on the 19th, to get everyone together as we head into the next phase of the project. Jen will invite Erin to the site walk as well.

As of now, GeoBarns is aiming to lay the slab foundation in November, and construct the shell in January or February (but with flexibility for weather). Mary would like to narrow in on when to close the building and how long we have to pack it up. This is contingent upon a lot of different factors, including contractor availability and final budget, but those should start falling into place in the next few weeks. Mary and Brad will discuss the trailer for storage, and outline exactly what is needed as the time to move materials gets closer.

Ryan has talked to a second party about the mechanical engineering piece of the project. ARC has put a lot of time into the project, but their costs came in higher than expected, so Ryan is getting a comparative quote.

Outreach delegates:

Suzanne put together a July update, which was disseminated on the Town of Plainfield Facebook page. The updates have been well received, and we want to continue to be very clear about where we are in this process. Suzanne will do another update after our meeting on August 19th.

Foundation updates:

Mary reported the incredible news that all major pledges are in, totaling \$908,000. Only about \$300 is outstanding at this time. This money will stay with the Foundation until we're ready to sign contracts.

Future meetings:

The Planning Board will discuss this project at their meeting on 8/23, at 6:30 at the Meriden Library. Steve needs materials to disseminate, including the site plan, by 8/12. What we have from Erin now will work, since all the major pieces are in place, and we should have something final to share as an update on the 23rd. Shannon and Brad will work on the rest of the application for the deadline next week.

The Trustees are meeting next Monday, 8/9. Jen will update them on the site plan and let them know where we stand in terms of the RFP and putting the site work out to bid. We're hoping to have bids in before the next Trustee meeting on 9/13, which they will need to weigh in on and approve.

Current building:

The Lappin proposal was approved by the Zoning Board, and now moves on to the next step. Our group has no authority over the sale of the building, other than whether or not the movement of the building aligns with our construction timeline.

Public comment:

Jeanne noted that it would be nice to write a letter to the editor in the Valley News about this project and the value of community life. This could be a larger-scale update about the fundraising success, and a thank you to donors and residents of the town. It makes sense for this to be a collaboration between the Trustees and the Foundation, so Jeanne will reach out to both groups.

Meeting adjourned at 7:09pm.

Meriden Library Building Committee
Meeting Notes
8.19.21

Present: Mary King, Jen Lenz, Brad Atwater, Terri Crane, Leeli Bonney, Suzanne Spencer, Shannon Decker

Members of the public present: Jeanne Woodward-Poor, Adrienne Cedeno

Meeting called to order at 6:05pm.

Engineering updates

The latest round of updated site plans is in from Erin Darrow. We still need some addendums, but Brad and Jen shared the plans with GeoBarns, so that's a big piece of the puzzle in place now. Erin should be sending us an invoice today for work to-date. Erin did have some questions and recommendations about sidewalk materials to fit with ADA guidelines. Brad called the federal hotline, and they confirmed that compacted gravel would be fine. We'd like to make a walk-off area in front of the door a different material; the group agreed that concrete would be best. We'll ask Erin to put this in her site plan addendum.

Brad, Jen, and Shannon attended a site walk with Ryan from GeoBarns earlier today. He invited a number of local contractors, but only Kevin McNamara attended. Contractors are all extremely busy right now, and most are assuming that Kevin will do the job since he's right down the road. Ryan will reach out to one other person for interest, but we've done our due diligence and cast a wide net. Kevin is planning to give GeoBarns his bid by 8/31, so we'll have it to review at our next meeting on 9/2. Ryan is also planning to have the next pass of the budget to us by 9/2. That will really determine where things stand and when we can forge ahead.

In terms of mechanicals, we have a proposal from ARC and are expecting one other. The electrical is out to J&B Electric; they have lighting design info from Peter Hooper to work with. Peter will also help with commissioning and checking to make sure things are done properly in terms of the energy-efficient lighting design.

The site work and HVAC plans are the last two pieces necessary to finalize the budget and sign a contract. We hope to give the Trustees the package from GeoBarns and the overall budget number at their 9/13 meeting. The Selectboard then meets on 9/15; we'll ask them to approve moving forward with the project and accept the funds from the Trustees and Foundation.

Someone needs to loop back to Thom Lappin and let him know that the October timeframe his contractor proposed for moving the existing building looks workable. We'll need to make sure he firms up what his proposal looks like and gets it in front of the right people in the next few weeks. Brad will discuss this with Steve.

We're quickly approaching the time where architect Jim Smith will need to be reviewing the final plans. Once Erin is completely done, Jim will vet the final drawing package for the building and make sure he's ready to stamp it. Before then, the building committee will walk through the latest set of drawings again to make sure all the details we want are there. Shawn will be really valuable in this process. We'd like to make a list of items that could be changed or tweaked for budget purposes as necessary before the 9/2 meeting (such as the stone veneer posts at the entryway). Brad will circulate the latest set of drawings to the group.

Budget updates

As noted, we should have the next pass of the budget in from Ryan on 9/2. This will include real numbers in all the categories we've been working on over the last few months. Mary asked how much of the budget will be allowances? Brad will ask Ryan, and then we can make decisions to clarify those things, such as specific flooring, etc. Ryan will be able to guide us through that process.

Outreach updates

Rosemary and Linda are writing to the Valley News with an update and a thank-you to the community for their continued support. Suzanne will write up our monthly update after Monday's Planning Board meeting. We also discussed posting hard copies of these updates at both stores and Post Offices in town. Suzanne will also check with PES about putting updates in the school newsletter. Before Town Meeting, the school was reluctant to include anything library-related, but now that the project is officially moving forward it's a great way to share information with families in the community.

Foundation updates

All of the money has now been collected (including some increased donations), and the Foundation is meeting on 8/31.

Future meetings

Next Monday, 8/23, is the Planning Board meeting to discuss this project. It will start at the Meriden Library at 6:30 and move up to the MTH at 7. Brad, Jen, Shannon, and Steve submitted all of the necessary paperwork last week and it's posted on the Planning Board portion of the town website.

The Building Committee meets again on 9/2, and we'll add a meeting on 9/9 since we'll have so much information coming through in early September. The Trustees meet on 9/13, and the Selectboard on 9/15. At that meeting, we're hoping the Selectboard can approve the project and the process of Thom moving the existing building. The Zoning Board also meets 9/13, but there is no change of use to the property so that is not applicable to this project.

Timeline after approval

If all goes as planned, Mary will aim to close the Meriden Library on 10/1. She could then have the building packed up by 10/15. The Trustees have already discussed this general idea, but will likely need to add a meeting in late September to vote to officially close the library. Kevin

McNamara is looking into additional storage trailer options for Ferry Hill; Brad will follow up with him about his connections. Brad and Mary also met to discuss moving large furniture. Mary confirmed that computer equipment can be stored in the PRML basement.

At this point, everything hinges on the budget. Prices have been coming down, but the Delta variant ripple could affect prices again. We'll know more at our next meeting; GeoBarns is well-aware of our budget.

Meeting adjourned at 7:20pm.

Meriden Library Building Committee
Meeting Notes
9.2.21

Present: Jen Lenz, Brad Atwater, Mary King, Terri Crane, Shannon Decker
Members of the public: Jeanne Woodward-Poor, Adrienne Cedeno, Rosemary Mills
Via Zoom: Ryan Hereth (GeoBarns), Vern Braswell, Shawn Rogers

Meeting called to order at 6:12pm.

Updates from Ryan:

There are no updated numbers in from Kevin McNamara on the sitework yet, but Ryan has been in touch with him. We still need to iron out details about water management off the building. We'll lean on Kevin's experience and knowledge about what he'd recommend there. We need to have a follow-up conversation with him to really understand the vision for that.

Ryan made some comments on the updated budget. The middle of the road pricing that Peter Hooper put together for lighting shows fairly expensive fixtures. The costs show \$22,000 worth of lighting fixtures between exterior and interior. If we wanted to go to something more basic/standard, we could reduce that budget down to around \$12,000. We originally had \$8,260 in our lighting budget, so we need to get closer to that number and find something more reasonable. This would still include parking lot lights that are dark sky compliant. Brad has spoken to someone else who can put together a bid, if the numbers we have are too high.

Detection and alarms came in lower than we budgeted, so we're doing okay there. The HVAC number from ARC is quite a bit higher than the original estimate. Their bid is \$61,593; our allowance was \$34,000 and change. Plumbing pricing also came back higher. The site budget is in at \$165,000 until we get a real number from Maks. Drywall numbers are based on \$2.25 sq ft; labor costs are going through the roof right now for drywall and plumbing. Per Jen's quick calculations, the budget is currently \$48,000 more than what we had originally. The Foundation currently has \$11,000 more than what was accounted for in the original budget, and some of the elements of the budget have already been billed and paid, so those numbers will shift.

The group will take a close look at the budget and get back to Ryan with questions and clarifications. The budget team will look more closely at the numbers and report back in detail at next week's meeting. Ryan's budget is carrying a \$55,500 contingency, plus an additional number for furnishings, so there are moving pieces. In order to move ahead, we need an actual proposal with a number attached, and a checking account with the same amount of money on hand. This is the threshold we need to focus on. We need to look at the soft costs in the GeoBarns budget; we'll use Shawn's experience to pinpoint questions and narrow things down. Shannon will circulate the budget to the whole group, and people can submit questions to the budget team.

Ryan confirmed that the slab can still get done before the ground freezes (early November). It would be springtime before GeoBarns could reasonably put the building up; end of March/early April would be ideal and would afford us a larger crew. If we get GB rolling in April, when can we expect to open the building? Probably 8-9 months later. A larger crew would help speed things up. Even though this is a big building, some of the selection process is streamlined and less complicated; we can finalize fixtures and details ahead of time and hit the ground running.

GeoBarns can arrange a site visit of one of their recent buildings in the next few weeks, if members of the building committee or the Trustees would like to take a tour to see the timbers and finishes up close.

Engineering delegates:

The group discussed updates from the Planning Board meeting. The board asked us to include 5 additional grassed parking spaces as overflow parking. They also requested that we increase the number of marked handicap spaces from 1 to 2 on either side of the entryway. We can revisit the parking after the building opens and see what needs to be adjusted. Other suggestions included a vegetative border between the library and Pat McNamara's house to delineate the property line; a detailed outdoor lighting plan; and inclusion of a bike rack.

Jen has been in touch with Erin about cleaning up the site drawings, and info is being passed to Kevin McNamara for his bid.

Design delegates:

There has been some talk about the exterior sign placement. David from GB has worked on placement ideas. We had originally envisioned the sign on the front of the building, but the window placement doesn't allow for a good space. David has given us three options, two on the entryway side of the building and one along the road. Mary doesn't think hours are necessary on the sign, just a sign to identify the building. We want flexibility. Not a lot of people drive by looking for information from a sign. If we have a post sign out by the road, similar to Thom's, that would be enough of a marker. We would need to trench to run electrical to it for a light. Rosemary suggests looking at the Cornish Livestock sign on their similar building.

We've decided on a brushed or stamped concrete transition zone in the entryway. GB is recommending that we don't make the entryway columns too spindly; they think we'll want something more robust (both for look and maintenance).

Brad will ask Ryan for a price for gutters. They may be a good investment in the long run, to keep the siding maintenance costs low. This could be offset by the costs of increasing the gravel drip edge, so we should weigh which solution would be best for this building.

We need to reiterate losing the vestibule door but keeping the wall, removing the kitchenette door, reducing to only one water fountain; how will those things change the overall cost? Mary will send suggestions to the budget group. Plumbing fixture costs can be reduced, similar to

flooring, with consortium pricing that Mary has access to. That's something we should look at more closely.

Outreach delegates:

Suzanne submitted an update to Steve last week. This hasn't been posted to Facebook yet, but Shannon will follow up.

Foundation updates:

The Foundation met last week; they know that their work isn't done. They're anxious to hear about the updated budget, and will do what they can to help us meet it.

Lappin proposal:

The timeframes seem like they could align, in terms of the Lappins moving the building across the street. The abatement contractor met with Brad and Ryan to update his estimates and can work within our timeframe as well. Abatement for the basement alone would be around \$7,000, rather than the \$25,000 full number. He has tentatively penciled us in for 10/11 and would need 2.5 days to get the job done. We'll need to confirm with him after the Trustees and Selectboard meet. There can't be any overlap with Thom's crew. We're cautiously optimistic that the whole process could work out within a reasonable timeline.

Brad is speaking to people to decommission the heat pump system and clarify who will be responsible for that cost. Thom does not want the furnace; there is probably some salvage value. We need to arrange to have the oil in the tank transferred. Is there a cost associated with that?

The abatement will get the asbestos out, but we will not have every joist exposed. Who needs to do that work to prep for Thom's movers? This needs clarity; it is on Brad's list of to-dos.

Upcoming meetings:

9/9 – MLBC meeting

9/13 – Trustee meeting

9/15 – Selectboard meeting

Our goal is to have a finalized budget and contract for the Trustees to sign on 9/13. There are a lot of moving pieces, so we may need to request special meetings from the Trustees and Selectboard later in September. We'll know next week.

Brad has updated numbers for rental containers and furniture movers. He will also reach out to TDS about using their lot for parking during construction. Can we use temporary power from TDS? Brad will ask.

Next meeting: Adrienne suggests that we discuss Mary's plans for packing up the books.

Meeting adjourned at 7:29pm.

Meriden Library Building Committee
Meeting Notes
9.9.21

Present: Mary King, Jen Lenz, Suzanne Spencer, Terri Crane, Leeli Bonney, Shannon Decker, Brad Atwater

Members of the public present: Jeanne Woodward-Poor, Rosemary Mills, Adrienne Cedeno

Present via Zoom: Vern Braswell

Meeting called to order at 6:05pm.

Budget delegates:

Jen reported that we received updated numbers from Ryan today; Mary circulated copies to the group. Ryan called distributors and contractors to confirm pricing. There are still some allowances, but that is to be expected, and they're solid. We also compared prices to the Trumbull-Nelson estimate to make sure they're within range. We still have about \$20,000 in outstanding costs with Erin Darrow, GeoBarns, and Jim Smith that we will owe directly. Just about everything else is included in the GeoBarns quote, minus the sitework from Maks, which is still forthcoming. The \$165,000 number in the budget for sitework now is hopefully about right, and we should have an updated number tomorrow or Monday. Additional costs are book storage, movers, abatement (adjusted is \$7000-8000), Bob Palucci field visit, Barry Schuster, additional site items (like signage, green border with Pat McNamara's property line, etc.). If we include a \$25,000 contingency, our numbers are spot on. With the numbers we have right now, we have the money in hand. This is great news.

Is there a standard for contingency? For residences, Ryan recommends 5%. This is a bigger building, but not a very complicated building. For a building like this, maybe less contingency makes sense. You often start tapping into contingencies when you switch out countertops, fixtures, etc. When we sign a contract, Ryan will call distributors and contractors and ask them to lock in costs. It's the allowances where the contingencies tend to come into play. We don't have GB doing any detailed carpentry work (built-ins, closets, etc.). If we're in a pinch, the Foundation definitely plans to keep fundraising for post-turnkey costs – bookshelves, landscaping, etc. GeoBarns is very experienced and creates budgets for all of their projects; they want this to be accurate as much as we do. Any contingency wouldn't really be for error, but for unexpected costs. This is money that we hold; it's not part of the GB budget.

We now have a draft contract to start reviewing. Jen has reached out to Jim Smith for help with that and is waiting to hear back. Barry should also review it, but it's a pretty simple contract. We may have the budget discussion with the Trustees on Monday, and have a meeting later in the month for signing the contract, after it's been reviewed. We should hold the contract with Catamount for abatement; we should discuss who will hold the contract with Mak for sitework. Ryan says it could go either way, but per Ryan it's easier if the owners (ie Trustees) hold that

contract. Originally we had wanted all of those contracts to go through GeoBarns, to make it cleaner. The responsibility of handling that/oversight would fall to us; we could certainly push it to GeoBarns, but overhead on sitework should already be in the GB budget. Brad has questions to clarify about when something is a fixed price, and when it is a variable price. There is a stipulation for this in the contract, but we should get clarity on it. GB wants to be clear and wants us to be happy with the language, so there's room for some back and forth as needed.

Engineering delegates:

We should see the site number from Maks on Friday or over the weekend. We're still waiting for the final site plan from Erin; was due yesterday morning. We haven't heard anything from her this week.

Brad reached out to the folks at Liberty about lighting and will meet with someone on Saturday to get a second quote on fixtures. Ryan sent photos of different light fixtures, which Brad can look at to determine if we need a third lighting fixture in the parking lot. The fixtures Ryan sent are the mid-range set that he priced out (which are currently included in the budget). Nice lighting makes sense for a library, as long as we can afford it.

Do we want a dedicated phone line (which there is at PRML), or no? Mary would prefer not, if possible. This is something Brad is looking into.

Brad also spoke to Steve with some questions for Thom and Amy Lappin regarding the move. Steve has reached out to the Lappins and will circle back.

Design delegates:

Jen, Mary, and Terri will review the lighting fixtures. FW Webb is part of the library consortium, and all of the plumbing fixtures that are spec'd are probably 35-38% discounted from list price. If there's something we need to sub out to get that discount, we can do that. The design group will look at the fixtures and check into costs. This will likely bring down the plumbing numbers in the budget. Mary looked for electrical fixtures too, but can't find any within the consortium.

Outreach delegates:

Our latest update was posted to the town's Facebook page today. Suzanne will write up another one after the Trustee and Selectboard meetings next week.

Future meetings:

The Trustees meet on Monday, 9/13 at the Meriden Library. Mary will update them on the proposed process for closing the building; the MLBC will discuss the budget and give updates on the contract. Jen will distribute the budget spreadsheet to the Trustees, and we can provide handouts to any members of the public who attend.

The Trustees can have another meeting to sign the contract, once we, Jim Smith, and Barry Schuster have reviewed it. That meeting will take place the week of 9/20, TBD.

The Selectboard meets on Wednesday, 9/15. Once the Trustees sign a contract, the money needs to be passed over to the Selectboard. Does that need to happen in a public meeting, or no? Jen will ask Steve. Once the Trustees are ready to go, we ask Steve how quickly we can make it happen – we don't want to delay.

Thom and Amy will appear at the Planning Board meeting on 9/27. There needs to be a contract between the Lappins and the town. Will that contract be ready by 9/15, contingent on the Planning Board's decision? Jen can ask Steve to clarify this. Do we then need to have the amount of money in the bank to cover the full abatement cost, if the Lappin deal isn't signed by the time we're ready to sign with GB? We hold the contingency ourselves, so we could still move forward.

We have a MLBC meeting next Thursday, 9/16, if we need it. We'll leave it scheduled for now.

Jen will send GB's budget over to Shawn for review; he's ready and willing to take a look.

Public Comment:

Jeanne asks: Do all five Trustees sign the contract? In the past, the Chair has signed on behalf of the Trustees (precedent with construction at PRML). Do they have to vote to designate a Trustee to sign the contract? Yes, and that could potentially happen on Monday. We are paying the professionals for their confidence. We will invite Jim Smith and the GeoBarns team (Ryan and possibly George) to Zoom into the Trustee meeting on the week of 9/20 when the Trustees sign the contract.

Meeting adjourned at 7:05pm.

Meriden Library Building Committee
Meeting Notes
9.16.21

Present: Shannon Decker, Terri Crane, Suzanne Spencer, Jen Lenz, Brad Atwater, Leeli Bonney, Adrienne Cedeno

Via Zoom: Vern and Holly Braswell, Bonnie Swift, Nancy Norwalk, Jeanne Woodward-Poor

Meeting called to order at 6:02pm.

Public comment:

Shannon invited the public to ask any questions they may need clarification about. She stated that the members of this committee have no malicious intentions, and in fact have donated a tremendous amount of time to this project in order to get it right.

Vern asked if we're still on track to begin construction in April. Jen responded that it could be March, possibly April, once GeoBarns finishes the previous job on their schedule. Vern questioned whether the new foundation will overlap with the current footprint at all; it will not. But we need Maks to do all of the sitework at once, so they'll do it as the foundation is poured, rather than leaving the current building in place.

Engineering delegates:

Maks bid is in. We're still looking at gutters, so we're waiting for a price for gutters (which should be in tonight). Erin Darrow will add the gutters to her site plan by Friday as well. The smoke alarm plan will also be updated and marked up on the construction plans. Jim Smith is on vacation, but we've contacted his authorized agent to sign and stamp by Friday. Jim has already seen the structural and construction plans, so now we just need a final sign-off.

Jen has heard back from Barry Schuster, who is on vacation this week also. He can review the GeoBarns contract on Monday and give his recommendations before the Trustee meeting.

Brad will have a conversation with Steve about redistributing the oil in the boiler tank. We need authorization in order to move the oil, and the town will need to figure out where to put it. There are a few different options.

Mary has reserved the trailer, and it will be delivered on 10/4. Brad would like to have it placed on timbers to avoid moisture, and is looking into the details of that. Book boxes are on order, and Mary has a plan for packing things up.

Design delegates:

Ryan is going to generate a list of selections and a timeline, but these things don't need to be resolved right now. There will be a process as the project progresses; there will be a gap of time

to get into some of these fine details. We will make sure the selections fit within the current budget.

Budget delegates:

The Selectboard approved our budget last night, minus the \$4000 of town money for an owner's rep. Jen has held the larger original site number in the budget to cover the gutters, so we're unlikely to be looking at a larger overall number once Maks' updated bid and the gutters are both added; that total budget number will still likely go down and any extra will go to the contingency fund.

Outreach delegates:

Monday night, we are hoping that the Trustees will approve the signing of the contract. Suzanne will write an update on Tuesday about this and the closing of the building, so we can all review and get the update posted by the end of the week. This is going to be important information to disseminate to the public!

Foundation updates:

None.

Contract review:

Shawn had some questions about insurance coverage/workers comp, and Jen has already spoken to Ryan about it. GeoBarns is happy to share the information with us. They work with subcontractors a lot, so they have a solid plan in place to cover everything.

Brad wants clarification about how contingency will be used with GeoBarns. We should make sure we're all on the same page; we're assuming they are delivering the building as described and that we control the contingency and decide how/when to use it. Jen and Brad will discuss this with Ryan.

Future meetings:

Once the contract is signed, the mission of the Building Committee is essentially done. The roles and needs will change going forward, so the role of this group is a discussion for the future.

Trustee meeting 9/20: Jen will send the contract and GeoBarns budget to the Trustees with time to review. Ryan and George from GeoBarns are both planning to attend the meeting to answer any questions, Ryan via Zoom and George in person.

Brad suggests having a master set of printed construction drawings to track construction progress and redline any changes that get made along the way.

October MLBC meetings: 10/7 and 10/21 at PRML at 6pm. That leaves us with a three-week gap after tonight; we'll see if we need to add a meeting the week of 9/27 after the Planning Board discussion.

9/27: Planning Board meeting with the Lappins.

10/6: Selectboard meeting to accept the additional \$12,000 in funds above what was discussed at Town Meeting. We have these funds in hand.

Public comment:

Bonnie Swift asked about the bookshelves. There has been some confusion about some comments about the bookshelves, so Terri clarified: All of the bookshelves we have at the Meriden Library now are coming with us, with the exception of three upstairs. The only ones that aren't in the budget are additional/extra shelves because of extra shelf space in the new footprint. The plan is to take most, if not all of the furniture (including the circulation desk) into the new building with us. Every shelf is placed on the furniture plan, and we know where they all fit within the layout.

Meeting adjourned at 6:45pm.

Meriden Library Building Committee
Meeting Minutes
10.7.21

Present: Mary King, Leeli Bonney, Terri Crane, Brad Atwater, Shawn Rogers, Shannon Decker, Jeanne Woodward-Poor, Adrienne Cedeno

Via Zoom: Nancy Norwalk

Meeting called to order at 6:05pm.

Shannon gave a few general updates: The Trustees signed the GeoBarns contract on 9/20; the Lappins decided not to take the building as of last week. Jen just received the abatement contract from Catamount; Brad has one edit, so he'll call them first thing tomorrow and forward the revised contract to Jeanne for signing before the end of the week, since Jen is away.

Engineering updates:

Ryan called a kickoff meeting for the site folks last week, which included Kevin MacNamara, concrete, JP Electric, Justin (brought on board by Ryan as a co-project manager). Brad and Jen also attended. The group walked through the dates for sitework; abatement is scheduled to begin on 10/25 and the full job will take 8 working days. The sitework will proceed after that. Brad is working with Liberty to get the new service set up – 200 amps underground. Because it's underground and is different than what we have now, we have to address the easement. (The pole is on this side of the street, on library property.) We need to schedule the disconnect after abatement but before demolition. Brad is working to fill out the necessary forms and clarify a few points with Liberty.

Ryan would like to have internet/power available during the construction process, so part of the application is a temporary service application. Who needs power in the fall? No one. GeoBarns would like it in the spring. Brad is looking into the cost for temporary service; he will pass that number to Ryan and ask that it come out of his budget. This is an important cost, and it needs to be clear who will bear it. We can keep the Meriden Library Comcast internet connection alive if we have a source of power for GeoBarns and the subcontractors to use on site for communication. The Comcast service is free. Mary has been going through the process to move internet to Town Hall for patrons to use on a daily basis.

Ryan asked everyone what they needed to get the building laid out. Maks can work with the known benchmarks and likely doesn't need additional surveying, but there was some confusion based on a note on Erin Darrow's site plan. Brad and Jen will check as the work is getting started.

We have good-draining soil and a stone bed going under our slab; can we do a vertical drop for a condensation drain (for the heat pumps) below the slab? The condensate would go into the

plumbing but not piping it to the main drain, because the town pays for water going out instead of in. Who does Brad ask about plumbing code? This is something to look into. Shawn will ask Mark Rosenbaum and get back to the group.

Mary has been in touch with TDS about the phone line. She'd like to maintain the number and have the calls forwarded to PRML for a monthly fee; the Trustees will need to approve this at their next meeting.

Budget updates:

The transfer of funds from the Trustees and the Foundation to the town is underway. Steve wants a paper check, so it looks like that will be happening next week. Mary has talked to Steve about whether this can be an interest-bearing account, but it sounds like the money will go into the general fund. At last night's Selectboard meeting, the town accepted the additional funds that we have above and beyond the warrant article amount.

GeoBarns has sent over a revised budget (including the gutters this time around) and payment schedule, which matches what we had expected and accounted for.

We have an invoice cover sheet to pass to Steve, which requires Jen's signature as Trustee treasurer, and checkboxes for Shannon and Brad to confirm against the budget. Brad suggests adding different signature lines for what parties need to see and sign off on different benchmarks of payment. The budget group will make sure this cover sheet is finalized.

Design updates:

The design team needs to look at the suggestions for plumbing fixtures that Ryan sent over. Mary was exploring the consortium to see what's available there; the brands suggested by Ryan are covered by the consortium. The subcontractor will have to be willing to work with us on that in order to get the 30-35% off net price.

Shawn wants to make sure that swapping out fixtures on an allowance won't count as a change order; Brad will confirm this in the contract. The gap in time between the sitework and construction affords us the opportunity to make sure everything is clarified before construction begins, which is a good thing. Our selection schedule (including allowances) is structured to avoid change orders.

Outreach updates:

The next big update is groundbreaking. In the meantime, updates aren't necessary after every meeting. We can do an update after our 10/21 meeting.

Timeline:

Catamount is scheduled to start on 10/25; their work will take 8 business days. The sitework and concrete will follow after that.

Meeting adjourned at 7:18pm.

Meriden Library Building Committee
Meeting Notes
10.21.21

Present: Mary King, Leeli Bonney, Shannon Decker, Jen Lenz, Terri Crane, Brad Atwater

Present via Zoom: Suzanne Spencer, Vern & Holly Braswell, Nancy Norwalk

Meeting called to order at 6:06pm.

We were hoping to have Jim Smith join us tonight; he was unavailable, but Jen will talk to him tomorrow. We'd like him to help us get our ducks in a row for construction, so we'll invite him to a future meeting.

Engineering updates:

Catamount, the abatement team, is on site. They worked all day today and got a lot done. Mary left there at 11:30; they had done everything they could do in the basement, sealed it off, and moved upstairs. They speculated that they may be finished by next Wednesday. We had talked about mobilizing Maks by November 5th, but we left the window open for discussion once we saw how abatement was going. Once Catamount finishes, the independent contractor needs to come in and test the air quality; could that slow things down, or will they come in right behind the abatement team? Brad will call Bart at Catamount tomorrow to ask these questions and double-check the cost. If they do this in good time, should the fee be decreased?

Liberty is going to deenergize the power. They need all kinds of forms filled out, but we want to make sure we get the timing right (alongside possibly setting up temp power). We are penciled in for November 1st for deenergizing as a starting point; it's a quick process and they understand that the date might change. Maks can't demolish the building until the power is turned off, so that's a key element. Liberty thinks that our current meter will work for the new building. Can we move it to a temporary board and then to the new building when that's ready? That would be the most streamlined approach, and would keep everything within the same account. This is important timing for the Trustees' budget discussions for the next year. We'd like to do that with our same Comcast internet modem, too; Mary isn't sure about the router. Can we compromise with Ryan -- we'll leave the modem, but can they set up their own network? That would be our preference.

Next, Maks will mobilize around November 5th (or before, if possible). GeoBarns was planning to have a conversation with Maks this week to confirm that. Jen sought out more benchmarks across the street from the site that can be used for Maks to stake out the corners of the building using lasers. (One of us will double-check.) Or we can get surveyor Chris Rollins back out there. This is important because things have to work in elevation relation to one another (ramps, drainage, etc.). We care about elevation, and as long as we have time to review the

stakes, turning it slightly one way or another isn't a dealbreaker as long as it's parallel to the street. Chris would add precision; if we don't care about precision, we shouldn't pay for it.

Jen has a proposal from M&W Soils (Randy Rhodes) for soil and concrete testing as specified in the structural plans. There's an estimated cost of \$2500-\$5000 for the testing, but it's done by the hour and the test. This is accounted for in our budget. Brad will call Randy to get a sense of what it will take to do this. Jen reached out to Bob Palucci (structural engineer) to update him on the project; he's excited to visit the site. Jen and Brad are talking to him tomorrow at 9, to make sure they know what he needs and when he needs to be on site. What reporting does he want to see? The cost of the two site visits is \$2500; we've been carrying that cost in our budget all along. These conversations should give us a pretty clear idea of what the testing will look like.

Jen started the paperwork for the building permit. This is free, but we do need a permit. If Dave, the town's building inspector, is out of town when the inspections need to be done, Brad is the backup and knows someone else who could come do the inspection in his place.

Brad drafted his scope of work as owner's rep, and is working on a contract that we can sign off on soon.

The heat pumps have been removed and are sitting in Ferry Hill on a palette, under a tarp. We need to pull the wall-mounted control. We have had no takers for the furnace, though we've gone down many paths to see if someone can use it. Stephanie Schell thought she had three different places that could take it, but none of them worked out. Terri could try selling it on Facebook Marketplace if Brad can disconnect it. Rich Collins is scheduled to empty the oil tank and move it to the highway garage tank.

GeoBarns is going to do a mechanical room layout for us to look at in the near future. Mary and Terri should look at it, as well as the engineering team.

Shawn looked into the condensation drain question, but his contact didn't think it was a good idea. We'd rather be safe than sorry, but there's no perfect solution. Brad will reach out to someone at the state to ask about the idea.

Budget updates:

The money from the Trustees and the Foundation has been transferred to the town. We have invoices from Erin Darrow, the moving company, and GeoBarns' first construction invoice that are all ready to be paid. The town only cuts checks on Wednesdays, so these will be paid next week. Mary called the movers and let them know that the payment is on the way next week.

Design updates:

Mary, Terri, and Jen met to discuss plumbing fixtures. Is there an ADA requirement for hand dryers? Jen can ask Jim. Is there a need or desire? Otherwise, we'd like to use just basic paper towel dispensers; the less that is automated, the less things can break and need repair. They

also discussed the water fountain/water bottle filler. This uses filtered water; how much do filters cost and how often do they need to be replaced? It shuts itself off when not in use. Is a water fountain a requirement? Jay Barrett added it; Brad will look into it. What would the cost be to run a water fountain per month? The fixture prices that Ryan has given us are obviously discounted, so we're not sure the consortium prices will be significantly better. Mary is looking into it, but if the prices aren't much different we'll go with what Ryan has suggested. We like the water fountain from a health standpoint and for ADA compliance; this is another thing to discuss with Jim, but the group supports it. This is already currently in the budget, so it's not an additional cost.

Jen has a few other questions for Ryan about the plumbing fixtures. The sink looks large, so Jen will ask about sink vs. countertop ratios.

Outreach updates:

Groundbreaking looks to be the week of November 1st. (The demo should only take a day and a half.) Do we want to set a public event for this? If so, we'd like to hold it before Kevin is set to start, once we have his start date nailed down.

We'd like to take regular photos to share with the public and mark progress; Shannon can do this. It would be nice to take some pics of the site from a consistent spot, so we can do a time-lapse of still photos when the building is finished. Some photos of the old library would be nice to have, too. A lot already exist, but Shannon can take more. What would the historical society like to have?

Can we rig up a camera for demo? There will be a small window to take things we want to keep. Brad will snag the exit signs for possible repurposing.

Shannon and Suzanne will coordinate on an update for sometime next week, before groundbreaking the following week.

Foundation updates:

The foundation has turned the money over to the town: \$908,700. They will continue their work!

Time capsule:

Is there any interest in this? Brad knows of a relatively inexpensive container we could use. Shannon will reach out to PES and see if they're interested in having each grade/class contribute something to a time capsule.

No public comment.

Meeting adjourned at 7:24pm.

Meriden Library Building Committee
Meeting Notes
11.4.21

Present: Mary King, Jen Lenz, Shannon Decker, Terri Crane, Brad Atwater, Rosemary Mills, Jeanne Woodward-Poor

Present via Zoom: Vern and Holly Braswell, Nancy Norwalk

Meeting called to order at 6:10pm.

Engineering updates:

Maks mobilized today, taking trees down on the library site. They're planning to start demo on the building tomorrow. Justin (site manager) and Kevin MacNamara met this morning and everything is full speed ahead. Jen and Brad have been getting things in order on our end: a contract with Bob Palucci to do two site visits; the building permit; and a Maks change order for demo costs. The pieces that we need to set up are done, aside from the contract with Atwater Construction for owner's rep work (forthcoming). Dave Lursch (building inspector) has the plans and sent a list of when he wants to come and review things. Brad will take a closer look at this list and make sure these inspection points make sense; if anything needs to shift, he'll flag it.

Two weeks ago, we had thought the layout/surveying was fine as-is, but after conversations with Justin/Ryan/Chris Rollins, it opens the Trustees to liability if we don't have a surveyor lay out the corners. Jen has reached out to Chris Rollins in the hopes that he can squeeze it in next week. (Maks would like him there Monday or Tuesday.) The cost should be minimal — less than \$1000 — so we can make it work. Chris should use the foundation plan for this. Erin Darrow doesn't identify those points in her printed drawings — we need her CAD drawings. If she doesn't want to pass us the CAD drawings, Jen will ask for benchmarks and corners. Jen will email Erin ASAP and reach out to Chris to schedule his visit.

Because Kevin bid the job intending to demolish only half the building, there is a change order for the rest of the demo. The change order is for an additional \$18,500 and has been signed off on. This brings the sitework number to right around where we had estimated/what we had been carrying before getting Maks' bid.

Jen hasn't heard anything from Jim Smith; we'll send him a calendar of meeting dates for November and December so he can plan to join us for at least one meeting. The fire plan is coming soon, and that would be a good, specific thing for him to help us with.

There's a very slight chance that GeoBarns could get started building once the slab is in. If there's an opportunity (dependent on other project schedules, weather, etc.), they would be happy to use it and move forward.

Budget updates:

We went through the process of paying some bills: GeoBarns' first bill for \$225,000; movers; Erin Darrow's final payment. The payment process with the town seems to work fine; Brad, Shannon, and Jen all review invoices and sign off, along with anyone else who may be involved (ie Mary for the movers). Steve would like hard copies with real signatures; we can talk to him about it and provide signed hard copies as backup if necessary, but move payments along quickly with electronic versions.

Brad talked to Ryan about finding out what certain payments go toward/knowing what materials we've locked in. Ryan thinks he can get order confirmations from his vendors that he can pass to us, because he understands that it's nice to know what you've bought when there are fewer payments.

Design updates:

Mary, Terri, and Jen had a brief meeting, but need to meet for a longer period of time to review Ryan's comments and get their final selections together. This may be something to discuss with Jim, too. He could keep an eye out for consistency and effectiveness in selections. We can send him the fixture list.

Outreach updates:

Suzanne sent Steve an update about October progress and demo beginning soon, and it was part of his weekly Facebook post today. Last night, the Foundation passed a large check to the Selectboard for a photo op. Mary will add the photo to the Google Drive, which Shannon is maintaining with new photos as the process moves along. Steve and Mary both have the Drive link, if they want to pull photos to share as things really get moving along.

Foundation updates:

Mary reported all good news. A donor has come forward to cover the cost of the additional demolition (\$18,500). This is fantastic and helps keep our budget in line!

Through the New Hampshire Charitable Foundation, an anonymous donor stepped forward. They have made another \$40,000 donation, earmarked for furniture (\$25,000) and pieces of sitework that had been scaled back (\$15,000). This isn't tied to any time frame. They would like to see photos of some of the furniture selected when the time comes (bookshelves, tables, chairs); Mary will put together a portfolio of what will be purchased to share with them.

Calendar of events going forward:

If things move ahead as planned, we should have our first soil test before the pour, first inspection before the pour, and then the foundation pour, all potentially within the next two weeks. We should also hear from Liberty soon about a site meeting for power options; Brad is waiting for them to get back to us. Now that things are underway, Brad will ask Justin for regular alerts about what's happening on site, so that we can keep the public posted.

Meeting adjourned at 7:03pm.

Meriden Library Building Committee
Meeting Notes
11.18.21

Present: Mary King, Jen Lenz, Leeli Bonney, Brad Atwater, Shawn Rogers, Terri Crane, Shannon Decker

Present via Zoom: Nancy Norwalk

Meeting called to order at 6:05pm.

State of the site:

The building was taken down very quickly on November 5th, and the new foundation hole has been excavated. Now we're waiting for the concrete team to set up the forms. This has been delayed, but the target to begin is Monday, 11/22. After the forms are set up, we'll be ready for our first structural inspection (Bob Palucci is in the loop), and then concrete footings will be poured the week after Thanksgiving. If Bob can't get to the site in person, Brad can Facetime him from the site, so that we don't slow things down. If Bob is OK with that, the group is OK with it. More needs to be checked for the wall pour, so that's a time we'd want Bob on site, but footing pours are more basic. The industry has many ways to set up places for the concrete to crack during the pour (every 30 feet or so); that way, it cracks where you want it to, and it cracks straight. Concrete cracks, and you put rebar in to hold the pieces together. We have a vapor barrier directly under the slab. We will probably do some kind of foundation coating anyway, so any minor cracks would get covered.

Engineering updates:

Jen and Brad had a site meeting yesterday with Justin, Ryan, Kevin MacNamara, and Liberty Utilities. Liberty came to discuss the new underground service to the building (to be installed in spring). The meter location will be to the right of the door under the entryway, on the exterior opposite the interior mechanical panel; it will be easily accessible, but they did give us permission to cover it up. They're comfortable with our trench depth, putting water pipes in the same trench, and the general location. This is all standard expectation with Kevin, so there will be no change orders for any of this. The second electrical thing is temp power, depending on when the shell work starts. Temp power is relatively easy to do, and we might do it on the next pole up the street so it's closer to the actual structure and not crossing the driveway. We're waiting to see how soon the concrete gets done. If the GeoBarns crew is going to come right on, we'll get the power set up on a temp service basis. There is a line item in the GB budget for temp power. Liberty can turn temp power around in 2-3 days once we contact them and give them the go-ahead. Worst case, the GB guys will have to work off generators/batteries for a few days, and they're OK with that. There's a small fee for the temp service connection (\$625, which GB has budgeted for in general conditions), and then there will be a small monthly fee that is covered in the 2022 library budget.

Town inspection: Dave Lursch has to inspect rebar and concrete mix pre-pour for both pours, but probably not backfill. We need to find out if he officially leaves town on December 1st or if it's later, so we can get his inspection in before he leaves. Justin (GB site manager) is handling scheduling and keeping Brad, Jen, Ryan, Kevin, Randy Rhodes, and Bob Palucci in the loop. He should also be in charge of scheduling Dave Lursch's inspections.

Right now, there is no construction signage on the site. There is a building permit posted near the shed, across the driveway from the pod. The safety and security of the site is the responsibility of GeoBarns; if we want them to put up some signage, we can tell them. Once things are happening regularly on site, it would be good to keep people from wandering around. We could use orange fencing to delineate where the line between the site and the public road is, and include signage ("construction site, no trespassing"). Jen will check with GB about this, because it is a line item in the budget. Will there be a sign that says something like, "Future home of the new Meriden Library," and includes GeoBarns' name? Shawn thinks this is standard to be included in the GC package, so we'll check. We don't want to pull additional money from the budget to add it if it's not already included.

We had talked about an on-site camera, but we haven't revisited that because there's currently no power. Once temp power is up and running, we could set up a webcam, which is also an opportunity for continued fundraising during construction. It's a good tool to inspire people. We have lots of photos, but a video camera would be fun to add if we can.

Shawn is concerned that the wood ceiling finishes might not meet fire code, but Brad has looked into this and found that it's okay based on our occupancy and distance to exits. Jim Smith has also looked at this, so Brad will double-check his cover sheet for explicit details. We have it in writing.

Design updates:

Shawn mentioned that contractors are preordering materials because of huge lead times. Ryan has already committed to our construction materials. We'll know a lot more about the construction schedule in a month, and our design delegates (Mary, Terri, Jen) will be ready to make selections about doors, windows, and other orders. They've already reviewed the plumbing fixtures. Brad has hardware available that the design team can look at and decide if it's something we want to use (much cheaper than list price).

Can Ryan give us a list of target dates for design decisions? Brad has asked for that, but we need to revisit it now that the time is getting closer. Shawn would like to see a hand sample of the windows and doors. We've been invited to a GB project to see the specific choices (Brad has also visited Ryan's house and seen the materials in use there). Brad will email the window manufacturer to ask for samples of windows and entry doors. The tilt/turn windows are very efficient, but they open into the building. Jen got a cost differential for some windows to be fixed, so we need to revisit which will be fixed and which will be tilt/turn. We can also look at bringing the trim in to cover some of the sash frame. Shawn noted that making the window frames out of drywall instead of painted wood may be more expensive, because there are more

man-hours involved in drywall. If that's in our budget, we may actually save money by going with painted wood, so that's worth looking into. These are all design details we need to start working out now, ahead of construction. Shawn could use the sample in his woodshop to create a mockup for us to look at.

This group will meet to discuss what elements they still need to look at and what choices they need to make. They'll make a punch list of selections and sync with Ryan on a calendar to make sure the selections are locked in before he needs them. We'll also look into a field trip to a GB location with materials we can preview.

Budget updates:

We paid Chris Rollins' bill of \$475 for staking the corners of the building, and Steve is cutting the check this week. We haven't seen an invoice from Catamount yet. Mary is getting monthly charges for the storage pod and payment is complicated; it would be easier to pay them for six months or a year all at once via invoice. Mary will talk to them and try to set up more of a lump sum payment.

With GeoBarns, we have a payment schedule that is roughly tied to construction progress. Ryan offered to include a list of what is covered by each invoice when it comes in; that's not something they always do, but they're willing to do it for this project, especially because we're using largely donated funds. We haven't seen that yet, but we can remind Ryan that this is something we'd like to see going forward. Brad will reach out to Ryan to make sure we know what each payment on the plan is physically buying.

Shawn noted that, because of extended lead times, construction materials are being stored for longer, so it's important to know the details of insurance policies. Brad will follow up on that with Steve and Primex, and then GeoBarns as well.

Outreach updates:

Shannon will ask Suzanne to work on an update for Steve's next Facebook update, outlining what has happened on the site the last two weeks (with photos!).

Foundation updates:

Nothing new to report since our last meeting.

Mary mentioned that NH public utility commission dropped a new plan last week. Will that affect our design incentive credits with Liberty? Brad hasn't heard anything from Liberty or Laura, our rep from RBG who worked with us on our targets. It may take time for the dust to settle. Brad will make sure that Peter's lighting design has been submitted, and will touch base with Laura tomorrow to see if our incentives will be affected. We already have a commitment so our commitment should hold; we assume the new rules would apply to new projects.

Meeting adjourned at 7:26pm.

Meriden Library Building Committee
12.2.21
Meeting notes

Present: Jen Lenz, Brad Atwater, Shannon Decker, Mary King, Leeli Bonney, Terri Crane

Via Zoom: Nancy Norwalk

Meeting called to order at 6:05pm.

The building committee has been invited to visit Ryan's GeoBarn in Vermont next Friday, 12/10 at 10am. Brad visited in October, but things are further along now and windows/doors are in place for us to view. Shawn is interested in seeing everything but may not be able to make it on a weekday, so we'll make sure he can get up there some other time in December. Brad will send the address/directions to Shannon to email out to the group.

State of the site:

Concrete was poured for the footings yesterday. Monday, they will start to form walls. By mid-next week, they'll be looking for a slot to backfill (weather dependent). They'll pick days when the weather looks good so that they can work efficiently. Everything is covered, but we've been keeping a close eye on the tarps and frost blankets. (Shannon will keep watching it daily and reach out to Brad and/or Justin if anything comes loose.)

Engineering updates:

Brad met with Justin on-site for the inspection, but also discussed an alternative for including pads when we do the wall pour. In the current plan, there are a few pads on the inside of the building where post loads come down. We could work on the shell over the winter but not pour the slab if pads are in place. Justin reached out to Bob Palucci to discuss this, and he had planned for this with a drawing in the existing set of documents. It wouldn't be a problem to proceed this way, and would allow GeoBarns to keep rolling over the winter. So far, they would love to keep going if they can; we'll potentially need to make that call within the next few weeks. Everyone wants to keep going, but we need to be prepared to stop, depending on weather/temperatures. We don't want to risk the long-term success of the project or increased costs in favor of schedule. Maks is prepared to trench for power/plumbing to the foundation wall as soon as it's there. They could work with snow, but heavy frost is the thing that could keep that from happening. Additionally, there are no roadblocks to getting a meter right next to the wall for temp power, which is good news.

Budget updates:

Mary reached out to Nate at the storage company; they're looking into payment options but he still needs to get back to her. She'll reach out to him again tomorrow in hopes of setting up a payment structure where we pay every six months, rather than monthly.

Design updates:

Mary, Terri, and Jen are focused on the site visit on 12/10, and then they'll meet to form a punch list after that. They need a list of dates from Ryan for selections; Brad will get this from him ASAP. They plan to select a point person for each area, and will want input from the engineering team on selections. Shawn will be an asset with selections and design details to tie everything together. Brad predicts that there may be a variety of choices for each item (doors, cabinets, etc.) within a budget range. If we wanted to do a tour of the GeoBarns shop in WRJ, we may be able to do that. Brad will ask if that's possible, or if current COVID conditions complicate matters.

Outreach updates:

Suzanne wrote an update (with photos) for Steve's weekly post, but it hasn't been posted yet. We'll continue doing these at the rate of around one a month, with photos; the frequency may increase as framing begins.

Foundation updates:

Mary would like to use the Foundation mailing list to send out an update with photos, to reach people involved with the project who may not be seeing the Facebook updates.

The Trustees meet on 12/13 and will be ready for an update; Jen and Shannon will both attend.

Shannon has hard copies of all of the necessary project documents, and will reach out to Steve to discuss the best storage options. The Meriden Town Offices will likely be the best place for these to live, but we'll need to have a structure in place for adding to the files as new documents come in.

Meeting adjourned at 6:38pm.

Meriden Library Building Committee
Meeting Notes
12.16.21

Present: Mary King, Terri Crane, Jen Lenz, Shannon Decker, Brad Atwater

Meeting called to order at 6:05pm.

State of the site:

Walls were poured yesterday (Wednesday, 12/15) and the sleeves for the utilities are in the right place. This will take around 7 days to set if the temperatures are right. Terri and Shannon both saw part of the pour, and Brad saw the two interior pads for the piers. Brad will verify the testing for the columns with Justin, along with associated costs. Everyone involved plans to stay on top of this and backfill possibly the week after Christmas, if the weather cooperates. Foundation insulation has been delivered and is on site now.

Engineering updates:

ARC (HVAC contractor) called Brad to follow up on the project. We were going to have one big fan for an ERV, but now the recommendation has changed to three smaller units. There is no change in the price. Ryan has reached out to Ryan Lacey to do mechanical design review before the end of the year for between \$1500-\$2000, which is in our budget. This change is also being run by Liberty Utilities for the incentives program, and Brad hopes to hear back from them quickly. This should run its course in the next two weeks.

The life safety plan came through, but doesn't appear to include exit lights. Ryan has reached out to confirm that the exit lighting is included. This ultimately needs to be passed to Jim Smith for review.

Design updates:

The group visited Ryan's GeoBarn last Friday (12/10) and recapped that visit. Overall, we liked the tilt/turn windows; they felt very solid. There is a mechanism that keeps them from opening too far, which can be adjusted. The tilt function will most likely get the greatest use. Seeing the depth of the windows in person was really helpful, and they didn't seem unusually deep.

The design team suggests fixing all of the smaller windows (particularly those on the Bean Road side of the building) and having 8 operable bigger windows (down from 10 in the original plan, which will create some cost savings). There's a lot of light coming in, so it's TBD how that will affect temperatures inside the building. We could add a vent to the monitor if needed down the line. The design team also generally likes the grid on the windows, though there were no gridded windows in Ryan's house to see in person. Exterior windows and doors (Wythe) need to be ordered by the first of the year. Interior doors are Broscos or made by GeoBarns, so we'll need to see exact model numbers to nail down the details. There are some louvered doors on the closets in the multipurpose room as well as the utility room, which we may want to change. We've also eliminated a door from the kitchenette.

Originally, we wanted push-button ADA access on the main door. We aren't required to do it, but we would like to do it if the budget/fundraising allow. The Wythe doors are not light. Brad will request that GeoBarns look into this and get us info about pricing. The design team talked to Ryan tonight about crash bars and how they'll work with the Wythe doors. With a crash bar, the door wouldn't seal as well as usual. Can there be some kind of hybrid, where the door can be latched and sealed during off-hours? Ryan has been talking with Wythe about this. We want keyless entry as well, so we'll need to determine the best hardware there, too, in combination with the crash bar and push-button. One solution is to have a keyless entry on the meeting room door for access, and crash bar/push-button on the main entrance. The meeting room entrance isn't for the large group, but for one or two people setting up the gathering, who will then allow everyone else in through the main entrance.

The design team also needs to decide on floor materials by the end of the month; they need to get spec sheets from Milliken. We'd like luxury vinyl plank and carpet plank, as well as walk-off carpet squares/tiles in the small entryway (flush for ADA accessibility). The design team has seen samples for all of these things. How easy would it be to replace these, if there's wear and tear? This is something to discuss with Milliken.

Steve Taylor emailed Brad about adding a 30amp outlet on the back of the building, in case of an outdoor event. A standard outlet should work fine for the kinds of events we would host (or for additional lights/music under the pergola), so Brad will confirm that that is/can be included in the plan.

The design team has the punch list and dates that they need now, in order to make selections. They'll be meeting regularly between now and the end of January to make all of these decisions. Brad has asked Ryan about a field trip to the GeoBarns facility in Quechee to see more materials in person. Brad has also spoken to Shawn about trim details, color selections, etc. and keeping the overall look consistent. The design team will make selections and run those by Shawn, since he has the expertise. Shannon will send photos of doors and windows to Shawn, as well.

Budget updates:

We haven't gotten a bill from Catamount yet. Brad will give them a call in January. The contract was for 8 days but it took much less time; will the bill be less than the estimated \$18,000? We have the rest of the necessary paperwork, but not an invoice.

There is a change order for the two additional interior pads. This will be \$2000, plus testing. Jen has given an OK to move ahead, but the written change order to sign is still forthcoming. She'll follow up with Ryan and Justin.

Outreach updates:

Shannon and Suzanne sent an update to Steve two weeks ago, but it wasn't posted. Shannon will update it with the latest happenings and send it along.

Foundation updates:

There have been a few new unsolicited donations.

Binder review:

Shannon created a binder of important documents. Brad will create a separate operational/maintenance bible for the building (cut sheets and maintenance) to refer to for fixtures and colors. Shannon will hang onto the binder for the duration of the build, so it can be added to regularly, and will let Steve know that it's with her. Then the binder will be transferred to the Town Office.

Mary will touch base with the storage pod company for paperwork/invoices that can be included in the binder, since that isn't in there now. The payment process for the storage pod will stay as-is, since it's more complicated to pay in advance. The current payment structure involves Steve moving money from one pot to another. TDS paperwork can also go into the binder; Mary will pass that to Shannon.

Brad suggests checking the storage container for moisture because of the swing in temps lately. The key is in the Town Office, so Brad will grab it and take a look. We could add poly to the roof of the storage container if need be.

Our next meeting is 1/6; selections need to go to Ryan before then. The design team will loop Shawn in beforehand, and then will send selections to the rest of the committee as an FYI before passing them to Ryan.

Meeting adjourned at 7:31pm.

Meriden Library Building Committee
Meeting Notes
1.6.22

Present: Shannon Decker, Brad Atwater, Mary King, Terri Crane, Leeli Bonney

Via Zoom: Jen Lenz, Shawn Rogers, Vern and Holly Braswell
(Wifi then went down at PRML and we were unable to reconnect to Zoom)

Meeting called to order at 6:04pm.

State of the Site

Since our last meeting, foundation insulation, backfill compaction, and trenching for water/septic/electric have all progressed. Brad has been on site to inspect. There is no wire in the conduit for electric, but Liberty can do that with about a week's notice when construction is ready to move ahead, so the GeoBarns crew will have power. Backfill and some of the grading have been done, and some asphalt has been pulled from the old parking lot. There's a fair elevation difference from the building platform and the TDS driveway, but the lower part hasn't been filled yet. It's looking good so far, and fencing/cones are in place to delineate the work zone when no one is active on site. There should be concrete tests at 30 days (footings and walls), but we've already achieved what we needed during the initial tests so we should be in good shape. They did not test the last vertical pier yet, but all other 7-day tests are coming back strong, which is a good indicator.

Engineering updates

We're getting a third-party check on our mechanical system layout. In the last month or so, ARC presented us with a variation on their proposal (changed from a single large ERV to three smaller ones) and their logic for the change. This takes into account CO2 output for different areas of the building and allows for different functionality depending upon occupancy in those zones. These would be manifold, so the ERVs all feed into one. This change also caused the cost to drop slightly. The change sounded good to everyone involved, but GeoBarns and Brad decided to get a third-party review from Ryan Lacey out of New London/Sunapee. We have a proposal for about \$1800 to do that work. Brad then spoke to Liberty about covering this service as part of their incentive package, which they will do. Ryan Lacey's proposal is currently going through Brad and Jen for approval. It's pretty simple, so they're ready to move ahead. When this evaluation comes in, if there are any questions those are something we will want to run by Jim Smith.

As part of his menu of services, Randy Rhodes will provide compaction testing. Between Randy and Bob Palucci, we need to narrow down what will be tested and when. We haven't seen these reports yet, but Brad and Jen will follow up on when we can expect them.

Budget updates

If Jen hasn't received an invoice from Catamount yet, she can let Brad know and he'll follow up with Bart about payment. Mary is waiting to hear from Steve about payments for the pod; she's working on getting documentation of the agreement and monthly invoices for our binder.

We haven't received any other invoices recently. Brad had asked Ryan for an itemized list of what each payment covers; this was not disseminated to the group, so Brad will follow up to locate that document. To address Shawn's question, we will ask GeoBarns if they're still responsible for any materials until they get delivered to our site. If so, their insurance covers materials and purchases, so we don't need to worry about storage conditions. We can also talk to Primex (Mary or Steve).

Shawn wondered if expenses for winter conditions are in the GB budget. Brad expects that this is included in general conditions because we've expected this to be a partial winter build all along.

Would it be helpful further underline our budgetary restrictions with the team before building begins? Brad noted that we'll have that opportunity now with window and door selections. When the design group is looking at detailed descriptions and numbers, that's the moment to double-check the numbers and make sure they're holding steady from what we'd been quoted. Shawn will be useful in these discussions with GeoBarns.

Design delegates

The design group has solidified a window order, but there are a few outstanding questions (including screens and width of mullions). The windows have not been ordered, but that's all right for the moment as long as we move quickly. There has been some discussion on the doors with Ryan. We'd like a paddle ADA push button main entry door; a keypad into the meeting room; and a regular door onto the patio (this does not require a crash bar, as long as Jim Smith agrees). We don't have a real proposal yet for the doors we want, so the ball is in their court to get us a proposal. There is no need for a panic button that locks all the doors. Changes in the doors should also be run by Jim Smith.

Siding and roofing will be the next items that need to be selected/confirmed. We have the Windswept siding samples and can look at roofing samples online. The design group will make some recommendations and bring them to our next building committee meeting.

We can reach out to Ryan/Justin with our next few months of meeting dates, so they know when we'll be gathering to make decisions. Jim Smith may not be able to attend meetings, but we can ask him for specific review on certain things (like doors, walkway/parking design, and mechanical systems). Ryan was supposed to get all fire system info on one sheet info from VLS and fire-related signage; that also needs to be vetted by Jim. This is on Ryan's list.

Outreach delegates

Mike Sutherland is working on the new town website, and is planning a page dedicated to the building committee. Shannon will provide a blurb and list of committee members/delegates,

along with construction photos, the 2021 FAQ, floor plan, site plan, elevations, and a hi-res drawing of the new building. How often will this page be updated? Shannon will ask Mike.

Foundation updates

The foundation hasn't met recently but is getting unsolicited donations, which is fantastic. Mary is recommending that they meet in the next month.

Solar proposal updates

The EBSCO grant application is usually due May 1, and we can possibly reapply this year. Mary will check on dates and our eligibility. Brad is getting solar proposals for other town buildings, and is wondering if we want to update our solar proposal as well (to include storage).

Mary feels that she'd like to include solar eventually, but that we need to focus on the construction budget right now rather than fundraising for additional things. Brad will keep it on his radar to talk to Steve about solar as part of a town package.

Meeting adjourned at 7:45pm.

Meriden Library Building Committee
Meeting Notes
1.20.22

Present: Shannon Decker, Mary King, Terri Crane, Leeli Bonney, Brad Atwater
Present via Zoom: Shawn Rogers

Meeting called to order at 6:04pm.

State of the site:

The foundation is covered with snow. We're in pause mode right now, at least until February. Ryan is moving into his house shortly, so one of his crews will no longer be tied up there. We'll continue talking to GeoBarns about a start date. We can initiate that discussion as the weather warms. We spent money on the piers so we could build without a slab, so we'd like to start building as early as possible.

Engineering updates:

Brad reported that we got a third-party opinion on the mechanicals from Ryan Lacey; he made some suggestions and asked about occupancy numbers, so we're in the process of clarifying that with him. He's working with a number of 65, which is high. Brad has been looking into the codes again to make sure we're on track. We want a building that functions properly, but we don't want a system that services a greater occupancy than we need. This will be resolved quickly; Brad is hoping to have an answer from Ryan Lacey within 24 hours or so, so that we have independent validation on the mechanical design. We'll talk about a generator and solar as we turn to detailed electrical design with Peter. The library's meeting room could serve as a community emergency location, but we already have Singing Hills and PES and we don't need another one (Brad checked on this).

We got some wall assembly details, and Brad had some questions. We had told GB we wanted the siding to have some airflow behind it, and that isn't shown in the drawing we just received. It's not required structurally, but Brad and Shawn are interested in those details as well as the trim and flashing details. Shawn doesn't want GeoBarns to pre-buy materials before talking a lot about those details, seeing more specific drawings, or going to one of their buildings to see something in person. Shawn would be happy to do a zoom call or a site visit, whatever is easiest for GeoBarns. We want to be helpful here, to make sure everyone is on the same page now before construction begins. The best way to make this work is pre-planning. GeoBarns has an understanding that we're going to be careful with this building; it's a public project, so we need to do our due diligence and not just turn over the small details. Shawn, Brad, and Jen have the knowledge to review these details and ask the right questions.

Brad will confirm whether or not GB has a local project with Windswept siding. It's new to them, but it seems to be a denser wood and therefore better than other siding options, which is why they're recommending it for our building. We'll want to stay on top of the 5-year warranty and make sure to treat the coating as necessary. Shawn thinks this siding is a very good product

as long as we pick the right paint, flashing, installation, etc. GeoBarns does this all the time, so they know what they're doing. We can also ask to look at other local GeoBarns in Plainfield to see how the aging process is going.

Ryan is looking into options other than Wythe for doors. Shawn has a few options to consider (ie Kohltech) and has gotten some numbers; he can pass potential suppliers to Ryan, but there aren't that many players. Wythe doesn't appear to have what we need for an ADA push-button door and we don't want them to try something they're not experienced with doing, so Ryan is looking around for better sources for doors. Shawn is an asset on the doors, and we would like to connect him with Ryan to move things ahead.

None of this is related to a change order; these are all just details, questions, and clarifications by people who have had a wide range of experience.

Budget delegates:

The budget group met to review the budget spreadsheet, and things look good overall. We are on track. We specifically looked at the windows, and the window order cost looks on par with what was in the original budget.

We did get an invoice from Catamount for the originally quoted amount, even though it took 2.5 days instead of 8 days. Mary reviewed the contract, and no time period was specified there. Can we push back on the price, since it took so much less time than estimated? Shawn has done a lot of work with Catamount and is willing to call them; Shannon can forward him contact info, contract, and invoice for reference.

We also have invoice #003 from GeoBarns, which covers a variety of things which are now listed on the invoice, including windows, doors, and siding, concrete and foundation work. The previous invoice, #002, which is already paid covers timber, fasteners, some site work and some concrete, among other things. Shannon and Brad have reviewed invoice #003 and signed off; it is now with Jen, who will sign and pass it to Steve for payment next week. We're paying money upfront to secure materials, which is what we want in order to protect us on cost changes. Steve also has Bob Palucci's latest approved invoice to pay next week.

Ryan has also said, in writing, that GeoBarns owns and is responsible for all materials until they are installed on the job site. Shawn feels comfortable with this explanation.

Design delegates:

The design group is waiting for color samples for the roofing, which are being shipped. Not having seen it in person yet, we like a dark gray roofing. Shawn pointed out that this roofing color also works better for fading and maintenance. The Silo Distillery building is also a good reference for roofing. We do have some approaching dates from Ryan on kitchen choices and electrical fixtures, which the design group has started looking at and will have to show us at our next building committee meeting. We also have a sample of the Windswept siding in gray, which the full group reviewed. This color is what we're leaning toward.

If there are any selections that need samples for the design team to look at (paint, carpet, etc.), Shawn can help with that going forward.

Outreach delegates:

Shannon has been working with Mike Sutherland on the new town website; the MLBC will have their own page with building details (but no construction photos). Shannon has a page to review and will get any comments to Mike.

Foundation:

The Foundation received an unsolicited donation from the Valley News for \$2000, in support of reading and literacy.

Meeting adjourned at 7:40pm.