

Plainfield Public Libraries Board of Trustees

April 8, 2013

7:00pm – Philip Read Memorial Library

Both Libraries featured

**DRAFT**

Attending: Anita Brown, Mark Pensgen, Suzanne Spencer, Hillary Sundell, Nancy Norwalk (Director of PRML Library), Mary King, (Director of Meriden Library)

Members of the Public; Rod Wendt, Dennis Girouard

- A. Call to order & approval of agenda– 7:09pm
- B. Public Comments – Dennis asked about the current issues with the automation . Some discussion, but it was stated that we couldn't at this point go into any further discussion. Howe Library asked us to hold due to duplicate records.
- C. ADA Study Committee – Rod handed out report. Discussion on the four possible directions that we could go with the results. Possible to work with the ramp idea,
  - a. Discussion on broadening the committee's role, Judy Hallam's discussion with Concord. i.e. Americans with Disabilities "Title 2
  - b. Rod will send us a file if we need it.
- D. Election of Officers
  - a. Chair – Anita
  - b. Vice Chair – Hillary
  - c. Treasurer – Mark
  - d. Secretary – Suzanne
- E. Selection of working groups & Trustee Liaison's – to be discussed at the next joint meeting, Nancy L. is with us.
- F. NHLTA 2013 – need a copy of schedule to send to Trustees, so they can make choices for the Conference by April 18.
- G. Minutes of Previous Meeting, not approved, needs better wording in some places. To be revised and then sent on.

- H. Correspondence – Mary applied for a grant and Nancy N. received \$280. From N.H. State Library, Kids, Books and the Arts Grant.
- I. No Non-public session announced.
- J. Reports;
  - a. Financial – Concerns on Irving Fuel Contract, PRML is fine, but Meriden seems to be under used – due to heat pump.
    - 1. Mark trying to consolidate the 2 accounting systems to make them more cohesive.
    - 2. To get payroll in depth detailed reports from town quarterly, Mark to follow up.
    - 3. Discussion on Pierce Plumbing bill from a year ago, no bill found, go ahead and make the payment.
    - 4. Approve David Grobe’s new invoice including leftover from last month’s bill - \$552.50
  - b. Directors reports;
- K. Action Items –
  - a. Discussion on Vision for library system – Mark suggested that we set up a working committee, discussion on would this include volunteers. It was suggested that we need a “Charge” to define the working group. Once the charge is in place, form a working group with town residents, Dennis volunteered.
- L. MOTION – to adjourn moved and seconded. The motion was unanimous and carried.

Adjournment at 8:59pm

Attachments;

Treasurer’s Report (2)

Philip Read Memorial Library (3)

Meriden Library (3)

ADA Report (1)

***DRAFT* Minutes**  
**Meriden Library ADA Study Committee**  
**February 25, 1:00 PM**  
**Meriden Town Hall**

The meeting was convened at 1:00 PM by Rod Wendt, Committee Chair, at Meriden Town Hall, Main Street, Meriden. Attending were members Brad Atwater, Judy Hallam, Nancy Liston and Rod Wendt; Meriden Librarian Mary King; and specially invited guest was John Brown, of construction firm Estes & Gallup.

**Scope of the Meeting**

The purpose of the meeting was to review rough cost estimates for four different “options” of tackling ADA access to the Meriden Library. Importantly, these were NOT detailed options with plans and designs; rather they were general directions to give us an understanding of how much things might cost before we embarked on any direction:

1. **Building an access ramp to Meriden library** (recognizing that this first step requires us, ultimately, to provide full access to function spaces and an ADA-accessible bathroom).
2. **Providing full access to the Meriden Library building on its current footprint**, including access to all function spaces (via elevator) and an ADA-compliant bathroom. This would likely *reduce* the space available for media collections and meeting space.
3. **Expanding the Meriden Library building** in an accessible way, on the current site, likely expansion to the rear of the site. This would allow full access to library functions, plus open up opportunities for other non-library functions to also be housed there, a subject for community input and creativity.
4. **Building a standalone, multi-function facility elsewhere in Meriden**. Already identified potential functions – beyond a library -- include a relocated Post Office, a community/senior center, after-school center, daycare, and commuter parking. Again, this would be a “shell” to be filled and defined by community input and creativity.

The ROUGH cost estimates were prepared by John Brown of Estes & Gallup, on a pro-bono basis.

**Discussion Points**

1. The minutes of the 2/05/13 meeting were approved unanimously.
2. John Brown shared his cost estimates. They are summarized below, and the complete detail is available as a separate PDF file, which shall become part of these minutes.

## Rough Costs for Meriden Library ADA-Accessible Options

Option	Estes & Gallup Estimate	Expected Range of Costs
<b>Option 1</b> – Install concrete ramp to access current Meriden Library front door. Requires door-entry modifications to existing stairs. <i>Note: this option would likely "trigger" requirement to also provide full accessibility to both library levels and provide ADA-compliant bathroom within a few years.</i>	\$46,111	\$40,000 to \$50,000
<b>Option 2</b> – Install Meriden Library access via side, elevator to access both levels, and ADA-compliant bathroom. <i>Note: this option would REDUCE available floor space in current library to house larger bathroom and elevator.</i>	\$226,174	\$200,000 to \$250,000
<b>Option 3</b> – Double size of Meriden Library by adding 1,600 sq. ft. addition on 2 levels, with elevator accessing both levels of both new and old construction. Includes ADA-compliant bathroom.	\$456,622	\$400,000 to \$500,000
<b>Option 4</b> – Build a new, standalone Community Center, all on one level, in a new location to house Library and other functions. Could be any size desired.	\$250 per square foot. For new 3,200 square foot facility (equal in size to Option 3), \$800,000. For 5,000 square foot building, \$1,250,000.	\$800,000 to \$1,250,000

3. Reactions to John presentation were:

- a. We greatly appreciated all the effort that went into these costs estimates. John had to make detailed assumptions about what would be done under each option, and we appreciated how much effort that requires – all for pro bono!
- b. Option 1 seems rather expensive at \$40,000 to \$50,000, but that is because it involves a permanent concrete ramp and extensive alterations to the front door to allow access from both the ramp and (modified) stairs. It is also not a “realistic” option because it would require that we follow up with adding an elevator and ADA-accessible bathroom, which could be done better under Options 2 or 3.
- c. Option 2 costs a lot but doesn’t buy us very much. Yes, it makes the Meriden Library ADA-accessible, but costs at least \$200,000 while actually REDUCING the floor space available for library functions. That’s because the elevator to access both levels and the larger ADA-accessible bathroom cut into existing floor space.
- d. Option 3 cleverly extends BOTH levels of the current library out the back, doubling the size of the current library and insuring that existing space also becomes accessible via an elevator. There was a discussion about whether we could allow the current space to be accessible only on ONE level, and use the other for storage or “non-function” space,

and then have a 1-level addition. Follow-up with Jillian Shedd and John Brown is needed.

- e. Option 4 can be as big or as small as the community would want it to be. It could also house as many or as few functions as the community desired.
  - f. The installation and maintenance costs of elevators were cited as reasons to avoid 2-level options if possible.
4. There was a general discussion about “what is next for this committee”. It was generally agreed that:
- a. Options 1 and 2 made little sense to pursue, for reasons cited above.
  - b. Options 3 and 4 should involve in the consideration and planning stages many more people in the community than simply library-related people. The Post Office, our senior community, the Plainfield School, transportation planners, daycare people, and others were cited. ***It was the feeling of the Committee that a Library-specific committee is not the proper group to carry this forward, but a properly constituted community committee would be.***
  - c. On this basis, Chair Rod Wendt should discuss with the Library Trustees how best to proceed on consideration of Options 3 or 4.

#### **Next Steps**

1. Rod Wendt will connect with Jillian Shed to better understand what NON-accessible space can be used for, and how important employee access – as opposed to customer access – is to the issue.
2. Rod Wendt will ask John Brown of Estes & Gallup how much a 1-level addition out the back of the Meriden Library would cost.
3. Rod Wendt will report back to the Trustees and express the need for further direction for considering Options 3 and 4.

The meeting was adjourned at about 3:00 PM

Respectfully submitted,

Rod Wendt, Chair



February 25, 2013

**Meriden Library**  
**Option 1 – New ADA Compliant Entry**  
**Scope of Work**

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**GENERAL CONDITIONS**

- Permitting fees
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

**DEMOLITION**

- Misc. demo in preparation of removal of existing stairs
- Demo of existing doors as necessary
- Disposal expense

**SITE WORK**

- Removal and disposal of existing stairs
- Excavation for new footings
- Backfilling as required
- Topsoil and seeding
- Patch asphalt as required

**CONCRETE**

- Cast in place footings, walls, ramp and stairs

**METALS**

- Furnish and install new galvanized steel handrails

**FINISH CARPENTRY**

- Repair/replace door trim as required to accommodate new doors

#### DOORS AND HARDWARE

- Furnish and install 2 new doors and frames with ADA compliant panic hardware and power door openers

#### PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required

#### ELECTRICAL

- Furnish and install exterior lighting as required for new stair/ramp
- Installation of power door opener controls

*Meriden Library  
Option 1  
New ADA Compliant Entry*

<b>Project name</b>	Option 1_Ramp_Meriden Lib
<b>Estimator</b>	J. Brown
<b>Labor rate table</b>	Bare Rates
<b>Report format</b>	Sorted by 'Group phase/Phase' 'Detail' summary

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
<b>2000.000 DEMOLITION</b>								
2007.000	Misc Building Demo							
10	Misc Demo	24.00 mh	912	55	-	-	-	967
	Misc Building Demo		912	55				967
	24.00 Labor hours							
2098.000	Disposal Expense							
16	Dump Fees	1.00 ls	-	200	-	-	-	200
	Disposal Expense			200				200
	<b>DEMOLITION</b>		<b>912</b>	<b>255</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,167</b>
	24.00 Labor hours							
<b>2100.000 SITE WORK</b>								
2105.000	Site Work							
10	Subcontractor	1.00 allo	-	-	8,000	-	-	8,000
	Site Work				8,000			8,000
	<b>SITE WORK</b>		<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>8,000</b>
<b>3000.000 CONCRETE</b>								
3101.000	Concrete Sub							
10	Concrete Sub	1.00 allo	-	-	12,500	-	-	12,500
	Concrete Sub				12,500			12,500
	<b>CONCRETE</b>		<b>0</b>	<b>0</b>	<b>12,500</b>	<b>0</b>	<b>0</b>	<b>12,500</b>
<b>5000.000 METALS</b>								
5512.000	Handrails Steel							
40	Handrails Steel Sub	1.00 allo	-	-	3,500	-	-	3,500
	Handrails Steel				3,500			3,500
	<b>METALS</b>		<b>0</b>	<b>0</b>	<b>3,500</b>	<b>0</b>	<b>0</b>	<b>3,500</b>
<b>6200.000 FINISH CARPENTRY</b>								
6201.000	Exterior Door Trim							
10	Exterior Door Trim	2.00 ea	448	300	-	-	-	748

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	Exterior Door Trim		448	300				748
	<b>FINISH CARPENTRY</b>		<b>448</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>748</b>
<b>8000.000</b>	<b>DOORS &amp; WINDOWS</b>							
<b>8105.000</b>	<b>Door Package - Project</b>							
	10 Purchase Door/Frame/Hdwr	2.00 ea	-	5,000	-	-	-	5,000
	20 Install Door/Frame/Hdwr	2.00 ea	448	-	-	-	-	448
	<b>Door Package - Project</b>		<b>448</b>	<b>5,000</b>				<b>5,448</b>
	<b>DOORS &amp; WINDOWS</b>		<b>448</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,448</b>
<b>9000.000</b>	<b>FINISHES</b>							
<b>9910.000</b>	<b>Painting Exterior</b>							
	20 Paint Doors and trim	16.00 mh	560	150				710
sub	Painting Handrails	24.00 mh	840	200				1,040
	<b>Painting Exterior</b>		<b>1,400</b>	<b>350</b>				<b>1,750</b>
	40.00 Labor hours							
	<b>FINISHES</b>		<b>1,400</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>
	40.00 Labor hours							
<b>16000.000</b>	<b>ELECTRICAL</b>							
<b>16110.000</b>	<b>Electrical</b>							
sub	Electrical - Ext. Lighting	1.00 allo	-	-	900	-	-	900
---	Auto door controls	1.00 allo			1,250			1,250
	<b>Electrical</b>				<b>2,150</b>			<b>2,150</b>
	<b>ELECTRICAL</b>		<b>0</b>	<b>0</b>	<b>2,150</b>	<b>0</b>	<b>0</b>	<b>2,150</b>

Estimate Totals

Description	Amount	Totals	Rate
Labor	3,208		
Material	5,905		
Subcontract	26,150		
Equipment			
Other			
	<u>35,263</u>	35,263	
Profit & Overhead	2,821		8.000 %
General Conditions	4,611		10.000 %
Contingency	3,418		8.000 %

**Estimate Totals**

*Total*                      46,111



February 25, 2013

**Meriden Library**  
**Option 2 – Modify interior for elevator, compliant stair and ADA Lavatory**  
**Scope of Work**

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**GENERAL CONDITIONS**

- Permitting fees
- Construction documentation (O&M manuals and “as built” drawings)
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Final cleaning
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

**DEMOLITION**

- Demolition of existing interior stairs
- Demolition of existing bathroom
- Structural demolition and shoring as required
- Demolition of side door and entry area as required
- Saw cutting of concrete and brick façade as required
- Disposal expense

**SITE WORK**

- Removal and disposal of existing side stairs
- Excavation and prep for new sidewalk
- Backfilling, topsoil and seeding as required

**CONCRETE**

- New sidewalk and landing from driveway to new side entry

**METALS**

- Furnish and install new galvanized steel handrails

#### ROUGH CARPENTRY

- Labor and material to frame new stairwell
- Labor and material to frame new elevator shaft
- Labor and material to frame new ADA lavatory
- Labor and material to modify basement storage room as necessary

#### FINISH CARPENTRY

- Labor and material for interior millwork and trim

#### DOORS AND HARDWARE

- Furnish and install 5 new doors and frames with ADA compliant panic hardware
- Furnish and install power door opener at new side entry

#### DRYWALL

- Furnish and install sound insulation as required
- Furnish and install 5/8" fire code drywall, taped and finished, ready for paint

#### FLOORING

- Repair/replace wood floor as necessary
- Furnish and install standard VCT flooring at new lavatory
- Furnish and install rubber treads and landings at new stairwell

#### PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required
- Paint walls and ceilings as required

#### SPECIALTIES

- Furnish and install bath accessories
  - Grab bars
  - Soap dispenser
  - Mirrors
  - Paper towel dispenser
  - Toilet paper dispenser

#### ELEVATOR

- Furnish and install 1 enclosed elevator with 3 stops

#### MECHANICAL/PLUMBING

- Modify heating duct work and controls as required for new layout
- Rough plumbing for new ADA lavatory
- Furnish and install ADA compliant fixtures in new lavatory

## ELECTRICAL

- Furnish and install exterior lighting as required for new sidewalk
- Installation of power door opener controls
- Furnish and install wiring and devices associated with new layout
- Furnish and install interior lighting as required
- Furnish and install elevator wiring as required

*Meriden Library*

*Option 2*

*Modify interior for Elevator and compliant stairwell*

Project name	Option 2 - Int. Access
Estimator	J. Brown
Labor rate table	Estes 28
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
<b>2000.000 DEMOLITION</b>											
<b>2007.000 Misc Building Demo</b>											
10	Interior Demolition	168.00 mh	6,384	150	-			-	-	-	6,534
10	Exterior Demolition	80.00 mh	3,040	-	-			-	-	-	3,040
	<b>Misc Building Demo</b>		<b>9,424</b>	<b>150</b>							<b>9,574</b>
	248.00 Labor hours										
<b>2012.000 Saw Cut/Hammer</b>											
10	Saw Cut Concrete/Masonry	1.00 allo	608	500	2,500			-	-	-	3,608
	<b>Saw Cut/Hammer</b>		<b>608</b>	<b>500</b>	<b>2,500</b>						<b>3,608</b>
<b>2098.000 Disposal Expense</b>											
12	Dumpster Rental for Demo	3.00 ea	-	2,400	-			-	-	-	2,400
	<b>Disposal Expense</b>			<b>2,400</b>							<b>2,400</b>
	<b>DEMOLITION</b>		<b>10,032</b>	<b>3,050</b>	<b>2,500</b>			<b>0</b>	<b>0</b>		<b>15,582</b>
	248.00 Labor hours										
<b>2100.000 SITE WORK</b>											
<b>2105.000 Site Work</b>											
10	Subcontractor	1.00 allo	-	-	4,500			-	-	-	4,500
	<b>Site Work</b>				<b>4,500</b>						<b>4,500</b>
	<b>SITE WORK</b>		<b>0</b>	<b>0</b>	<b>4,500</b>			<b>0</b>	<b>0</b>		<b>4,500</b>
<b>3000.000 CONCRETE</b>											
<b>3101.000 Concrete Sub</b>											
10	Concrete Sub - Exterior ramp	1.00 allo	-	-	5,000			-	-	-	5,000
---	Elevator pit	1.00 allo	-	-	5,500			-	-	-	6,500
	<b>Concrete Sub</b>				<b>11,500</b>						<b>11,500</b>
	<b>CONCRETE</b>		<b>0</b>	<b>0</b>	<b>11,500</b>			<b>0</b>	<b>0</b>		<b>11,500</b>
<b>5000.000 METALS</b>											
<b>5512.000 Handrails Steel</b>											
40	Handrails Steel Sub	1.00 ls	-	-	3,200			-	-	-	3,200
	<b>Handrails Steel</b>				<b>3,200</b>						<b>3,200</b>
	<b>METALS</b>		<b>0</b>	<b>0</b>	<b>3,200</b>			<b>0</b>	<b>0</b>		<b>3,200</b>

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
<b>6000.000 ROUGH CARPENTRY</b>											
6002.000	Rough Carpentry										
15	Rough Carpentry Labor	240.00 mh	9,120	-	-	-	-	-	-	-	9,120
18	Rough Carpentry Material	1.00 ls	-	10,500	-	-	-	-	-	-	10,500
	<b>Rough Carpentry</b>		<b>9,120</b>	<b>10,500</b>							<b>19,620</b>
	240.00 Labor hours										
	<b>ROUGH CARPENTRY</b>		<b>9,120</b>	<b>10,500</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>19,620</b>
	240.00 Labor hours										
<b>6200.000 FINISH CARPENTRY</b>											
6207.000	Exterior Trim										
10	Exterior Trim Labor	8.00 mh	304	-	-	-	-	-	-	-	304
20	Exterior Trim Materials	1.00 ls	-	240	-	-	-	-	-	-	240
	<b>Exterior Trim</b>		<b>304</b>	<b>240</b>							<b>544</b>
	8.00 Labor hours										
6209.000	Interior Trim										
30	Interior Trim - Labor	80.00 mh	3,040	-	-	-	-	-	-	-	3,040
40	Interior Trim - Material	1.00 ls	-	2,100	-	-	-	-	-	-	2,100
	<b>Interior Trim</b>		<b>3,040</b>	<b>2,100</b>							<b>5,140</b>
	80.00 Labor hours										
6210.000	Interior Door Trim										
10	Interior Door Trim	5.00 ea	760	428	-	-	-	-	-	-	1,188
	<b>Interior Door Trim</b>		<b>760</b>	<b>428</b>							<b>1,188</b>
	<b>FINISH CARPENTRY</b>		<b>4,104</b>	<b>2,768</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>6,872</b>
	88.00 Labor hours										
<b>8000.000 DOORS &amp; WINDOWS</b>											
8105.000	Door Package - Project										
10	Purchase doors/frames/hardware	5.00 ea	-	8,250	-	-	-	-	-	-	8,250
20	Install doors/frames/hardware	5.00 ea	1,140	-	-	-	-	-	-	-	1,140
	<b>Door Package - Project</b>		<b>1,140</b>	<b>8,250</b>							<b>9,390</b>
	<b>DOORS &amp; WINDOWS</b>		<b>1,140</b>	<b>8,250</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>9,390</b>
<b>9000.000 FINISHES</b>											
9250.000	Drywall Sub										
10	Drywall Sub	1.00 allo	-	-	6,000	-	-	-	-	-	6,000



Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount
	Project Mechanical				5,500			5,500
15110.000	Plumbing							
sub	Plumbing Subcontract	1.00 ls	-	-	5,000		-	5,000
	Plumbing				5,000			5,000
<b>MECHANICAL</b>			<b>0</b>	<b>0</b>	<b>10,500</b>		<b>0</b>	<b>10,500</b>
16000.000	<b>ELECTRICAL</b>							
16110.000	Electrical							
sub	Electrical Subcontract	2.00 ls	-	-	12,500		-	12,500
	Electrical				12,500			12,500
<b>ELECTRICAL</b>			<b>0</b>	<b>0</b>	<b>12,500</b>		<b>0</b>	<b>12,500</b>

Estimate Totals

Description	Amount	Cuts/Adds	Net Amount	Totals	Rate
Labor	24,548		24,548		hrs
Material	24,968		24,968		
Subcontract	123,450		123,450		
Equipment					
Other					
	<b>172,966</b>			<b>172,966</b>	
Profit & Overhead	13,837				8.000 %
General Conditions	22,617				10.000 %
Contingency	16,754				8.000 %
<b>Total</b>				<b>226,174</b>	



February 25, 2013

**Meriden Library**  
**Option 3 – Addition to existing building**  
**Scope of Work**

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**GENERAL CONDITIONS**

- Permitting fees
- Construction documentation (O&M manuals and “as built” drawings)
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Final cleaning
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

**DEMOLITION**

- Demolition of existing interior stairs
- Demolition of existing bathroom
- Structural demolition and shoring as required
- Demolition of side door and entry area as required
- Saw cutting of concrete and brick façade as required
- Disposal expense

**SITE WORK**

- Removal and disposal of existing side stairs
- Excavation and prep for new sidewalk
- Backfilling, topsoil and seeding as required
- Excavation for new footings and walls
- Perimeter drainage as required

**CONCRETE**

- New sidewalk and landing from driveway to new side entry
- Footings and foundations as required

## MASONRY

- Brick façade and associated work

## METALS

- Furnish and install new galvanized steel handrails at exterior walkway
- Furnish and install new steel handrails at stairwell

## ROUGH CARPENTRY

- Labor and material to frame new addition
- Labor and material to frame new floor layout at existing stairwell
- Labor and material to frame new ADA lavatory
- Labor and material to modify basement storage room as necessary

## EXTERIOR FINISH CARPENTRY

- Labor and material for trimming doors, windows, soffits and rakes as required

## INTERIOR FINISH CARPENTRY

- Labor and material for interior millwork
- Furnish and install misc. casework

## THERMAL & MOSITURE

- Furnish and install foundation damproofing
- Furnish and install insulation at exterior walls
- Furnish and install new standing seam roofing and associated flashings

## DOORS AND HARDWARE

- Furnish and install 6 new doors and frames with ADA compliant hardware
- Furnish and install 1 power door opener at new side entry

## WINDOWS

- Furnish and install 6 new double hung window untis

## DRYWALL

- Furnish and install sound insulation as required
- Furnish and install 5/8" fire code drywall, taped and finished, ready for paint

## CEILINGS

- Furnish and install new acoustical ceilings

## FLOORING

- Furnish and install new hardwood flooring
- Furnish and install standard VCT flooring at new lavatory
- Furnish and install rubber treads and landings at new stairwell
- Furnish and install carpet in basement rooms

## PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required
- Paint walls and ceilings as required
- Paint all exterior trim as required

## SPECIALTIES

- Furnish and install bath accessories
  - Grab bars
  - Soap dispenser
  - Mirrors
  - Paper towel dispenser
  - Toilet paper dispenser
- Furnish and install fire extinguishers and cabinets as required

## ELEVATOR

- Furnish and install 1 enclosed elevator with 3 stops

## MECHANICAL/PLUMBING

- Modify heating duct work and controls as required for new layout
- Rough plumbing for new ADA lavatory
- Furnish and install ADA compliant fixtures in new lavatory

## ELECTRICAL

- Furnish and install exterior lighting as required for new sidewalk
- Installation of power door opener controls
- Furnish and install wiring and devices
- Furnish and install interior lighting as required
- Furnish and install elevator wiring as required
- Furnish and install tel/data as required

**Meriden Library**  
**Option 3**  
**Addition to existing building - Approx 1600 s.f.**

Project name      Option 3 \_ Addition  
Estimator         J. Brown  
Labor rate table   Estes 28  
Report format     Sorted by 'Group phase/Phase'  
                         'Detail' summary



Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
<b>2000.000 DEMOLITION</b>											
2007.000	Misc Building Demo										
10	Exterior demolition	140.00 mh	5,320	175				-	-		5,495
---	Interior demolition	168.00 mh	6,384	150				-	-		6,534
	<b>Misc Building Demo</b>		<b>11,704</b>	<b>325</b>							<b>12,029</b>
	308.00 Labor hours										
2098.000	Disposal Expense										
16	Dump Fees	1.00 ls	-	3,200				-	-		3,200
	<b>Disposal Expense</b>			<b>3,200</b>							<b>3,200</b>
	<b>DEMOLITION</b>		<b>11,704</b>	<b>3,525</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>15,229</b>
	308.00 Labor hours										
<b>2100.000 SITE WORK</b>											
2105.000	Site Work										
10	Subcontractor	1.00 allo	-	-	15,500			-	-		15,500
	<b>Site Work</b>				<b>15,500</b>						<b>15,500</b>
	<b>SITE WORK</b>		<b>0</b>	<b>0</b>	<b>15,500</b>			<b>0</b>	<b>0</b>		<b>15,500</b>
<b>3000.000 CONCRETE</b>											
3101.000	Concrete Sub										
10	Concrete Sub	1.00 allo	-	-	25,000			-	-		25,000
	<b>Concrete Sub</b>				<b>25,000</b>						<b>25,000</b>
3990.000	Rigid Insulation										
6	Foundation Insulation	1.00 allo	306	810				-	-		1,116
	<b>Rigid Insulation</b>		<b>306</b>	<b>810</b>							<b>1,116</b>
	<b>CONCRETE</b>		<b>306</b>	<b>810</b>	<b>25,000</b>			<b>0</b>	<b>0</b>		<b>26,116</b>
<b>4000.000 MASONRY</b>											
4001.000	Masonry Sub										
10	Masonry Subcontract	1.00 ls	-	-	38,000			-	-		38,000
	<b>Masonry Sub</b>				<b>38,000</b>						<b>38,000</b>
	<b>MASONRY</b>		<b>0</b>	<b>0</b>	<b>38,000</b>			<b>0</b>	<b>0</b>		<b>38,000</b>



Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
	<b>Damproofing</b>			304		400					704
7211.000	<b>Building Insulation - Sub</b>										
	20 Foam In Place Insulation - Sub	1.00 ls	-	-		12,500		-	-		12,500
	<b>Building Insulation - Sub</b>					12,500					12,500
7610.000	<b>Sheet Metal Roof</b>										
	52 Terme Coated Steel Standing	1.00 allo	-	-		12,000		-	-		12,000
	<b>Sheet Metal Roof</b>					12,000					12,000
	<b>THERMAL &amp; MOIST PROTECT</b>			304		400		24,500	0	0	25,204
8000.000	<b>DOORS &amp; WINDOWS</b>										
8105.000	<b>Door Package - Project</b>										
	10 Purchase D/F/H	6.00 ea				10,800		-	-		10,800
	20 Install All Doors	6.00 ea	1,344			-		-	-		1,344
	Power door openers for door 102	1.00 ls				2,054		-	-		2,054
	<b>Door Package - Project</b>		1,344			12,854					14,198
8610.000	<b>Wood Windows</b>										
	300 Wood Windows Double Hung	6.00 ea		912		4,800		-	-		5,712
	<b>Wood Windows</b>			912		4,800					5,712
	<b>DOORS &amp; WINDOWS</b>		2,256			17,654		0	0		19,910
9000.000	<b>FINISHES</b>										
9250.000	<b>Drywall Sub</b>										
	10 Drywall Sub	1.00 ls	-	-		16,500		-	-		16,500
	<b>Drywall Sub</b>					16,500					16,500
9502.000	<b>Ceilings 2x2</b>										
	10 2 x 2 Ceiling Plain Tile	1.00 allo	0			6,500		-	-		6,500
	<b>Ceilings 2x2</b>		0			6,500					6,500
	0.02 Labor hours										
9560.000	<b>Wood Flooring</b>										
	10 Wood Strip Flooring Maple	1.00 allo				7,500		-	-		7,500
	<b>Wood Flooring</b>					7,500					7,500
	0.05 Labor hours										
9660.000	<b>Resilient Floors</b>										
	10 Standard VCT Tile	1.00 allo				1,250		-	-		1,250
	<b>Resilient Floors</b>					1,250					1,250
	0.02 Labor hours										
9670.000	<b>Resilient Stairs</b>										
	20 Rubber Molded Treads Knobs	1.00 sillo				3,500		-	-		3,500

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	<b>Resilient Stairs</b>				3,500			3,500
	0.02 Labor hours							
9680.000	<b>Carpet</b>							
70	Carpet Allowance L&M - SY	90.00 sy	-	-	3,150	-	-	3,150
	<b>Carpet</b>				3,150			3,150
9930.000	<b>Painting</b>							
sub	Painting - Interior	1.00 allo	-	-	8,500	-	-	8,500
---	Painting - Exterior	1.00 allo	-	-	3,300	-	-	3,300
	<b>Painting</b>				11,800			11,800
	<b>FINISHES</b>		0	0	50,200	0	0	50,200
	0.11 Labor hours							
10000.000	<b>SPECIALTIES</b>							
10820.000	<b>Bath Accessories by LS</b>							
10	Purchase Bath Accessories	1.00 allo	-	400	-	-	-	400
12	Install Bath Accessories	1.00 allo	152	-	-	-	-	152
	<b>Bath Accessories by LS</b>		152	400				552
10824.000	<b>Grab Bars</b>							
20	Grab Bars - Handicap Toilet	1.00 ls	304	175	-	-	-	479
	<b>Grab Bars</b>		304	175				479
	2.00 Labor hours							
10950.000	<b>Fire Cabinets</b>							
30	Fire Extn. Cabinet Semi Recessed	2.00 ea	140	350	-	-	-	490
	<b>Fire Cabinets</b>		140	350				490
	4.00 Labor hours							
	<b>SPECIALTIES</b>		596	925	0	0	0	1,521
	6.00 Labor hours							
14000.000	<b>CONVEYING SYSTEMS</b>							
14200.000	<b>Elevators</b>							
200	Passanger Elevator Hydraulic	1.00 allo	-	-	60,000	-	-	60,000
	<b>Elevators</b>				60,000			60,000
	<b>CONVEYING SYSTEMS</b>		0	0	60,000	0	0	60,000
15000.000	<b>MECHANICAL</b>							
15110.000	<b>Plumbing</b>							
sub	Plumbing Subcontract	1.00 allo	-	-	5,000	-	-	5,000

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	Plumbing				5,000			5,000
15510.000	HVAC							
sub	HVAC subcontract	1.00 ls	-	-	7,500	-	-	7,500
	HVAC				7,500			7,500
<b>MECHANICAL</b>			<b>0</b>	<b>0</b>	<b>12,500</b>	<b>0</b>	<b>0</b>	<b>12,500</b>

16000.000 **ELECTRICAL**

16110.000	Electrical							
sub	Electrical Subcontract	1.00 ls	-	-	26,000	-	-	26,000
---	Tel/Data Allowance	1.00 allo			5,000			5,000
	Electrical				31,000			31,000
<b>ELECTRICAL</b>			<b>0</b>	<b>0</b>	<b>31,000</b>	<b>0</b>	<b>0</b>	<b>31,000</b>

Estimate Totals

Description	Amount	Totals	Rate
Labor	18,486		
Material	49,814		
Subcontract	280,900		
Equipment			
Other			
	<u>349,200</u>	349,200	
Profit & Overhead	27,936		8.000 %
General Conditions	45,662		10.000 %
Contingency	33,824		8.000 %
<b>Total</b>		<b>456,622</b>	

Meriden Library  
Director's Report  
March 2013

Statistics Attached.

Closed Saturday March 16---Town Meeting

**Programs**

Our afternoon games program for adults met once in March with just 4 adults attending.

We held an after-school program for school aged children on Thursday, March 21. Fourteen children attended.

**Meetings**

I attended the Librarians of the Upper Valley meeting in Springfield, NH on Monday, March 18. The program discussion was planning for the summer reading program.

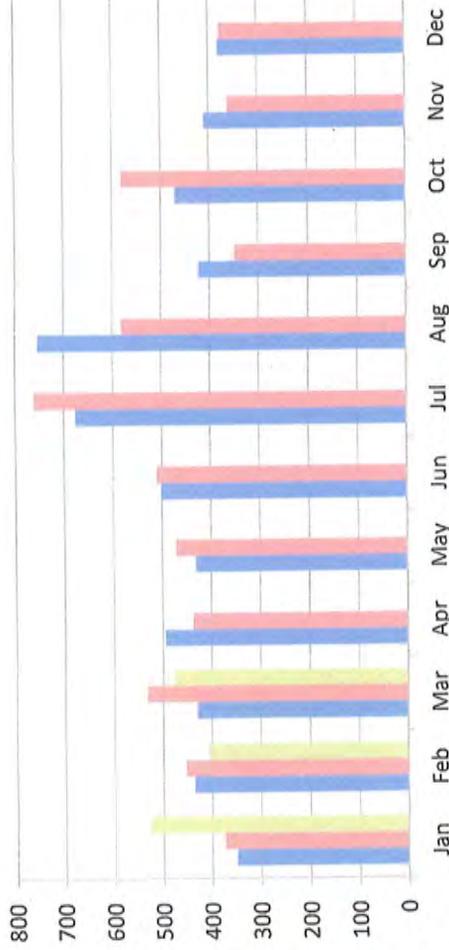
**Automation**

554 items were added this month. The items added total as of 3/31/13: 5513

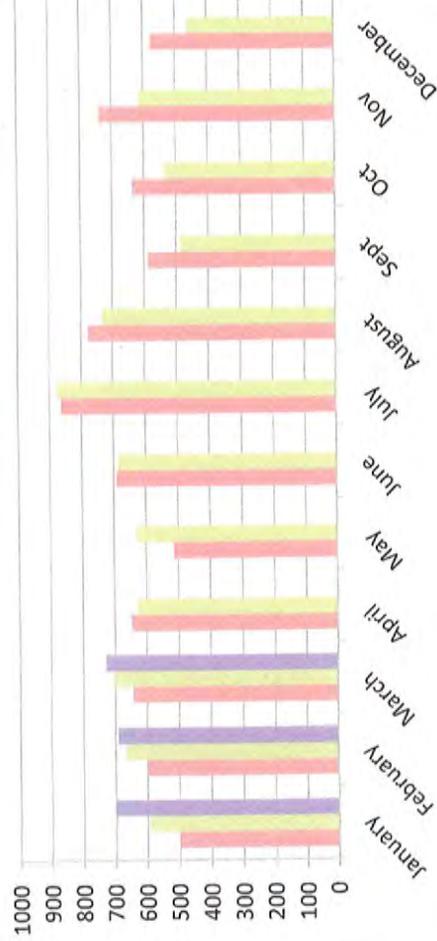


**Meriden Library  
2010 - 2012**

**Visits**



**Circulation**



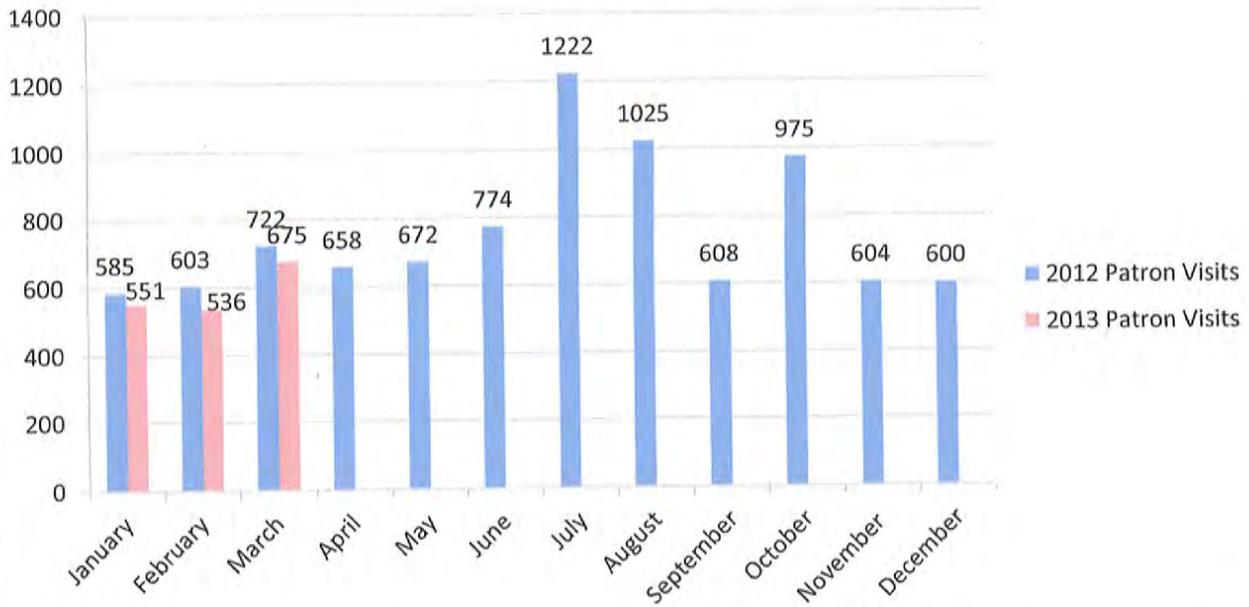
**DIRECTOR'S REPORT**  
**PHILIP READ MEMORIAL LIBRARY**  
**April 2013**  
**Activities and Statistics for March 2013**

1. Professional Development: I attended the LUV meeting in Springfield. Topic was the Summer Reading Program.
2. Summer Reading Program: The theme this year is "Dig into Reading." I have already booked two programs. I applied for a grant from the state library's Kids, Books, & Arts program for one of them and was awarded a grant; amount unknown yet.
3. Other programming coming up: The two libraries and the Bird Club are jointly sponsoring a program on Stonewalls at Singing Hills on April 29. I am working with several new local authors to schedule book readings. I am also participating in World Book Night in April. Now that, hopefully, the weather will continue to improve, our programming and activities will increase.

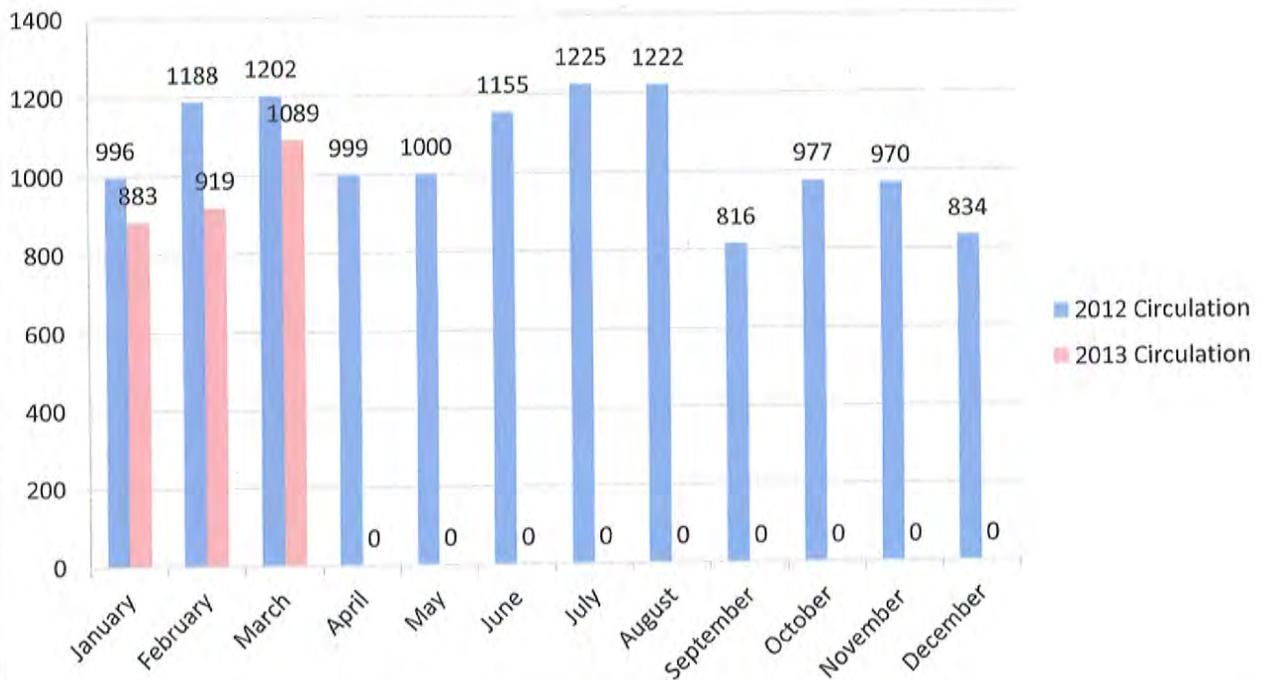
Nancy Norwalk, Director



## Philip Read Memorial Library Patron Visits



## Philip Read Memorial Library Circulation



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04/08/13

Accrual Basis

**Meriden Library**  
**Profit & Loss Budget vs. Actual**  
**January 1 through April 8, 2013**

	Jan 1 - Apr 8, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Town Appropriation	7,362.42	12,132.70	-4,770.28
Town Approp - FICA	331.71	612.20	-280.49
Trust Funds	0.00	231.42	-231.42
Gifts	2,290.00	13.67	2,276.33
Book Fines/Copier	0.00	0.00	0.00
Book Sales	0.00	0.00	0.00
<b>Interest Income</b>			
Interest - Savings	3.76	2.75	1.01
Interest Checking	0.18	0.00	0.18
<b>Total Interest Income</b>	3.94	2.75	1.19
<b>Misc Income</b>	0.00	81.67	-81.67
<b>Total Income</b>	9,988.07	13,074.41	-3,086.34
<b>Expense</b>			
Salaries	4,362.42	8,004.45	-3,642.03
FICA	333.71	612.20	-278.49
Sick Pay	0.00	77.58	-77.58
<b>Library Materials</b>			
Audio/Visual	40.98	299.42	-258.44
Books & magazines	1,213.18	1,197.75	15.43
<b>Total Library Materials</b>	1,254.16	1,497.17	-243.01
Telephone	129.20	147.00	-17.80
Electricity	568.97	326.67	242.30
Fuel	1,230.22	680.58	549.64
Water/Sewer	0.00	136.09	-136.09
Supplies	170.22	217.75	-47.53
Postage	0.00	68.08	-68.08
Professional Activities	55.00	122.50	-67.50
Programs	82.75	108.92	-26.17
Furniture/Equipment	0.00	27.25	-27.25
Maintenance	400.00	435.58	-35.58
Automation	0.00	217.75	-217.75
Computer	0.00	367.50	-367.50
Misc Expense	0.00	27.25	-27.25
<b>Total Expense</b>	8,586.65	13,074.32	-4,487.67
<b>Net Ordinary Income</b>	1,401.42	0.09	1,401.33
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Encumbered Funds - 2012	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00
<b>Other Expense</b>			
Encumbered Funds	1,181.02	0.00	1,181.02
Prior Year Return of Funds	6,423.62	0.00	6,423.62
Building Capital Improvements	0.00	0.00	0.00
<b>Total Other Expense</b>	7,604.64	0.00	7,604.64
<b>Net Other Income</b>	-7,604.64	0.00	-7,604.64
<b>Net Income</b>	-6,203.22	0.09	-6,203.31

**Philip Read Memorial Library**  
**Treasurer's Report**  
 January 1 through April 8, 2013

	Jan 1 - Apr 8, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<del>Encumbered Funds - 2012</del>	0.00	0.00	0.00
<b>Town Appropriation</b>			
Appropriation-Operations	6,500.00	7,834.58	-1,334.58
Appropriation-Salary	5,709.36	9,525.90	-3,816.54
FICA	436.78	728.77	-291.99
Town Appropriation - Other	0.00	0.00	0.00
<b>Total Town Appropriation</b>	12,646.14	18,089.25	-5,443.11
Trust Fund Income	1,000.00	653.33	346.67
Fines	312.13	13.58	298.55
Gifts	0.00	27.25	-27.25
Grants	600.00	0.00	600.00
Misc Income	57.00	81.67	-24.67
<b>Total Income</b>	14,615.27	18,865.08	-4,249.81
<b>Expense</b>			
Encumbered Funds	0.00	0.00	0.00
<b>Payroll</b>			
Salaries	5,709.36	9,798.07	-4,088.71
FICA	436.78	728.77	-291.99
Payroll - Other	0.00	0.00	0.00
<b>Total Payroll</b>	6,146.14	10,526.84	-4,380.70
<b>Library Materials</b>			
Books and Magazines	2,981.76	2,177.75	804.01
Audio Visual Materials	282.51	326.67	-44.16
Library Materials - Other	9.95	0.00	9.95
<b>Total Library Materials</b>	3,274.22	2,504.42	769.80
Catalog Services/Automation	881.91	408.33	473.58
Supplies	121.59	408.33	-286.74
Postage	50.29	68.08	-17.79
Programs	233.30	163.33	69.97
Professional Activities	62.44	122.50	-60.06
Oil	4,526.68	1,742.25	2,784.43
Electricity	796.67	789.42	7.25
Telephone	291.76	294.00	-2.24
Water	50.40	81.67	-31.27
<b>Maintenance</b>			
Maintenance-General Expenses	698.50	816.67	-118.17
Elevator	370.28	462.75	-92.47
Maintenance - Other	0.00	0.00	0.00
<b>Total Maintenance</b>	1,068.78	1,279.42	-210.64
Furnishings and Equipment	0.00	54.42	-54.42
Computer Hardware and Software	1,029.97	394.75	635.22
<b>Miscellaneous Expense</b>			
Grants	0.00	0.00	0.00
Miscellaneous Expense - Other	0.00	27.25	-27.25
<b>Total Miscellaneous Expense</b>	0.00	27.25	-27.25
<b>Total Expense</b>	18,534.15	18,865.01	-330.86
<b>Net Ordinary Income</b>	-3,918.88	0.07	-3,918.95
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Building Fund Gifts	12,697.50	24,514.18	-11,816.68
<b>Total Other Income</b>	12,697.50	24,514.18	-11,816.68

2:23 PM  
04/08/13  
Accrual Basis

**Philip Read Memorial Library**  
**Treasurer's Report**  
**January 1 through April 8, 2013**

	<u>Jan 1 - Apr 8, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Expense</b>			
<b>Programs-Grants</b>	0.00	0.00	0.00
<b>Automation Expense from Grants</b>	0.00	0.00	0.00
<b>Materials from Fine account</b>	0.00	0.00	0.00
<b>Building Fund Expense</b>	12,697.50	0.00	12,697.50
<b>Total Other Expense</b>	<u>12,697.50</u>	<u>0.00</u>	<u>12,697.50</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>24,514.18</u>	<u>-24,514.18</u>
<b>Net Income</b>	<u><u>-3,918.88</u></u>	<u><u>24,514.25</u></u>	<u><u>-28,433.13</u></u>