

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Building Progress Meeting Minutes

Date: 11/13/2013 **Time:** 4:50 PM – 5:55 PM

Attendees: Lee Lamson, Steve Bush, Gup Knox, Melissa Prefontaine, Scott Campbell, Ron Lamarre, Jeff Parks, Marty Jennison, Theresa Tomlinson

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Interior product selection	<p>Ron provided samples of the following products: rugs, flooring tile, children's room flooring, acoustic ceiling, ceiling in children's room, trim color, door colors, and paint colors. He will obtain larger samples of the colors that we selected so that final choices can be made. The focus will be to create a user friendly, "neutral" space that coordinates with the older building but doesn't perfectly match. As much of the wood is very old, it may not be possible to match- esthetically, coordinating colors will be the goal.</p> <p>Reviewed date stone font for above the front door. Pending final approval from HDC. Emailed Gail yesterday. HDC will vote on it next week.</p>	Will review samples when available	Pending	Ron
Security	New security system to be installed next week. There was some discussion regarding the number of motion detectors to be installed as there seems to be a difference between what the security company has suggested and what the plans call for. Will plan on meeting with security team during install next week to review. New codes have been created and will be disseminated to appropriate parties.	Supply codes, discontinue service with current security company	By next week	Melissa/ Scott
Right-to-know	Melissa attended NHMA conference last week and obtained information regarding Right to Know laws. Discussed methods to ensure compliancy with the law and ways to improve communication. Reminded trustees about laws concerning electronic communication.	-	-	-
Water line	The new water line from Portsmouth has been installed to create a "loop" and improve water pressure in the historic district. The original plan called for a replacement of the water line to the corner of Little Bay and Nimble Hill Roads.	Application to Portsmouth Water (Public	End of Week	Gup/ Melissa/ Jeff

	<p>However, engineering specs determined that this was not necessary. We are still pending the final cost from the water department. Rick Stern is working on obtaining those figures.</p> <p>Discussed the issue concerning the domestic water line that connects the cemetery, Meeting House, and the Library. It was discovered that the lines are tied in together so that there is no way to determine/track issues. We previously met with the Selectmen to see if they would agree to separating the lines so that the library was separate from other town buildings (allowing for better monitoring and budgeting). They felt that the cost to change the lines and add a meter would be excessive and there are not currently Town funds to pay for this. Marty and Jeff suggested that we consider separating the lines on our side of the lot and adding a meter specifically for the Library (the former meter would remain with the cemetery and MH at no cost for the Town). Economically, it makes sense to make this change now, during construction.</p> <p>Motion by Steve, seconded by Lee to add a domestic water line to the Library with its own water meter, paid for within the GMP (contingency, if needed). Vote- approved unanimously</p>	<p>Works)</p> <p>Notify Selectmen of separation of lines</p>	ASAP	Melissa
Propane	The new tank is installed and has been filled. As the gas will be used for temporary heating during the construction process, the bill for the gas will be paid out the construction fund.	Pay bill	1 week	Gup
Review of building layout	Ron will meet will meet with us next week to do a walk thru to review locations of interior and exterior electric outlets, water spigots, cable/computer jacks, phone lines, security monitoring, etc.	-	-	-
Adjourn	Motion by Gup, seconded by Lee to adjourn at 5:55 PM. Vote unanimous.	-	-	-
Future Meetings	<ul style="list-style-type: none"> • Building Tour: Friday, 11/15/13 @ 10 AM • Building Progress Meeting: Friday, 11/15/13 @ 11 AM • Foundation Meeting: Monday, 11/18/13 @ 5:30 PM • Trustee Meeting: Monday, 11/18/13 @ 6 PM • Selectmen Meeting (budget) ? Wednesday or Thursday next week (pending confirmation) 	Post	ASAP	Scott