

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – LRP/Architect WORK SESSION

Date: 10/17/12 **Time:** 5:00 PM – 7:50 PM

Attendees: Scott Campbell, Steve Bush, Melissa Prefontaine, Gup Knox, Nate Fredette, Ron Lamarre (Architect- LB), Theresa Tomlinson (at 5:55 PM), Milestone Engineering and Construction Company, Bauen Corporation

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	F/U Needed	Key Contact
Interviews with Construction Managers	Ron previously sent out RFQ/P to 4 companies, 2 responded. Milestone interviewed 5 PM – 5:35 PM. Bauen took tour at 5:40 PM, interviewed 5:55 PM - 6:30PM.	–	
Discussion	<p>Discussed pros and cons of each CM. Agreed to make follow-up calls with references provides. Calls will be made tomorrow. Plan to officially contact firms (hire Bauen) on Friday</p> <p><i>Motion to hire Bauen barring any negative unforeseen issues (from references) made by Gup, seconded by Nate.</i></p> <p><i>Vote: Unanimously accepted</i></p>	Calls	Scott and Nate
Planning for public meeting 10/23	Discussed the value of having Tom Ladd available. Discussed announcements (1 to go to Transfer Station over the weekend) and refreshments. Meeting at Town Hall- may use DeRochmont Room, depending on number of participants. Need to send personal email invites to Town officials. Discussed items to be prepared to discuss- possible short PowerPoint presentation to review activities and actions of the LBOT over the past 20 months.	<p>Confirm with Tom</p> <p>Refreshments</p> <p>Email Town officials</p> <p>Discussion items</p>	<p>Scott</p> <p>Nate</p> <p>Melissa</p> <p>Melissa/Steve</p>
Future meetings	Will plan another public meeting and include all Town Officials in early December. Will send out another mailer for that meeting and potentially another informational flyer after the first of the year. Plan to have a “show and tell” meeting prior to town annual meeting. Warrant article due in January.	–	

Scheduled meetings	<p>Business Meeting: Monday, October 22nd at 6 PM. Public meeting until 6:30 PM, then on to closed meeting items.</p> <p>Public Meeting: Tuesday, October 23rd - Architect meeting at 7 PM</p> <p>No meetings the last week of October. Will review design plans via email and provide feedback to Ron.</p> <p>LRP/Architect: November 7th - Ron and Jeff (CM) at 6 PM</p> <p>Trustee seminar: November 14th - in Epping (confirm time)</p> <p>Business Meeting: November 27th at 6 PM</p>	Post	Melissa/Mel
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