

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Building Committee Work-Session Notes

Date: 4/2/13 **Time:** 6 PM- 7:50 PM

Attendees: Scott Campbell, Steve Bush, Nate Fredette, Gup Knox, Lee Lamson, Melissa Prefontaine, Grace Simms, Theresa Tomlinson, Ron Lamarre via telephone from 7:20-7:40 PM

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
HDC meeting yesterday	Reviewed the details of the meeting that occurred yesterday with the HDC. The HDC has voted upon several aspects of the exterior design of the building (see their minutes from 4/1/13)- other items are pending further discussion once material samples are provided from Ron and Jeff. There is a public meeting next week at the Library with the HDC to finalize exterior material selections. There are other items that will require some input from the Selectmen- discussed parking and the triangular area out front (not owned by the library). Gail and Melissa sent a letter to the Selectmen to request a feasibility study to see if this area could be used for parking. LBOT is meeting with the Selectmen on 4/15 and will discuss this at that time. Will continue to coordinate/meet with the HDC as needed.	See HDC notes	-	-
Clerk of the Works	Ron had sent a job description of sorts for the Clerk of the Works. Lee had spoken to John Stowell about this- the Selectmen would like to see him perform this function but he asked for more information. Reviewed description and felt that it was satisfactory. Lee will follow-up with John to go over it. We discussed alternative people for this position if needed.	F/U with John	ASAP	Lee
Upcoming biweekly meetings with CM	A trustee will need to meet with Ron and Jeff for 1-2 hours on a biweekly basis, starting in July. Discussed availability and time options. Ron and Jeff have requested 1 PM on either Mondays or Fridays. Three of the trustees have full time jobs and may not be available. Will discuss further once we procure a Clerk of the Works, as we may need to coordinate with that person as well.	-	-	-
Timeline	Discussed timeline of activities: <ul style="list-style-type: none">• Every Tuesday night in April- there will be a public meeting	Post	ASAP	Scott

	<p>at the Library to discuss building/material/design options. The information regarding these will be posted on the sign at the Fire Dept., on the Library website, and will be sent out in the Library Newsletter. The intent is to have residents share ideas and opinions with the trustees. Note that the final decision of the exterior is dependent upon approval of the HDC and many of those items have already been voted on. ALL design decisions will be finalized during these meetings.</p> <ul style="list-style-type: none"> • May- meeting with Planning, finalizing design/plans/blueprints • June- Jeff will initiate the bidding process for contractors. Any interested local parties are to be directed to Jeff. The trustees do not have a preference and will defer to the experience of the construction manager. A letter for bid requests will be put on the Library website, with a link on the Town website as well • July- ground breaking ceremony moved to 7/16 to coincide with the tri-centennial/dedication ceremony. Will need to check if there is a noise ordinance regarding what time construction can start at in the morning 	Verify ordinance for construction time	ASAP	Melissa
Meeting with Ron	<p>Called Ron at 7:20 for short phone meeting. Discussed Clerk of the Works, public meetings, and agenda items for future meetings. Discussed status of test pits- Melissa had spoken to Rick regarding the possibility of having the town dig the test pits (as they did for the Town Garage, to save money). He said that he thought one of the guys could do that. Ron informed us that we will need to coordinate this with the geo-tech engineer. We elected to have Ron directly hire the engineer and for that person to report to Ron. Will contact Selectmen to verify the date/availability of the backhoe to coordinate with the engineer. The test pits should be done ASAP- preferably next week, no later than the following week. Off phone at 7:40.</p>	Contact Selectmen regarding test pits	ASAP	Melissa
Fundraising	<p>Discussed status of Foundation- officially received paperwork from the State and can start collecting money from donations. Will discuss fundraising options at future LBOT (regular) meeting, including creating a list of menu items (such as "buy a brick") for donations.</p>	Discuss at business meeting	-	-

Future meetings	PUBLIC/BUILDING COMM. MEETINGS: Tuesdays in April (4/9, 4/16, 4/23, 4/30) @ 6 PM at Library HDC: Tuesday 4/9 @ 5 PM (prior to public meeting at 6 PM) at Library Regular business meeting: 4/23/13 @ 7 PM (time changed due to public meeting at 6 PM) Planning Board Meeting: Monday, 5/20/13 @ 6:30 PM at Town Hall	Post	-	Scott
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WORK SESSION NOTES