

# Meeting Minutes of Feb.11, 2015

Addition Committee for Davis Library

**Meeting Date:**

February 11, 2015

Davis Public Library Addition Committee Minutes

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Stoddard, NH

Addition Meeting met on Wednesday, Feb. 11th, with members, guests present: Angel Nicoletti - Chair, Lauren Rettig - Library Director, Geri Bailey - Trustee, Paul Hemmerich -PH Design, Jeff Ingram and Scott Lencioni of Ingram Construction.

1. Signing of contract (133), draft from Ingram, will be emailed to Angel, and we will have a GMP, as an amendment, later (April).
2. Revised plans provided and were dated by Angel. Goal is to turn over as much as possible to Ingram before Paul is away (2-19-15 - 3-6-15). Discussion on screened porch/foundation/Ingram will work up some ideas. *PHDA shall design a fixed, permanent, pier-supported 12' x 12' screen porch off the Children's wing. This porch will be funded by a private donation (\$5k). Because this was not anticipated in original design proposal last year, Paul shall track his time on it separately. He shall instruct his structural engineer Jeff Trexler to do so likewise. (Making sure to be as economical, in fee, as possible.) Making sure that the size (12' x 12') is OK with our Committee and staff. We want to avoid having to do it twice.*
3. Preliminary outline specs. '#4 Liquidated damages, would charge contractor if work not done on time. This is not likely an issue for the library. We can sit on this. Usually schools and businesses, for dire damages. Contractor will build in a contingency fund for that added costs (etc.). Paul advises not to include. Goal is to keep the library open throughout (if possible). If timeline is really at risk, then they sometimes include penalty money. Penalty if the project is late and incentive if finished early. We have a couple of months to decide on that. Paul has sent Jeff Ingram the Meridian septic drawing and the Design Day mechanical scope as requested. Ingram should look for any 'red-flags' in spec. Jeff Ingram will put together the '133' contract. The plans will have much more detail, they will represent the scope of work vs. how they all go together. We should get the GMP by mid April, ready for our Town Meeting. (Angel will check with Jim Coffey-dates).
4. No paper towel dispenser in the bathroom, we wish an electric hand-dryer. {Please furnish whatever info you can to Paul, Lauren to research.} Discussed electric, ceilings, Rinnai heating, etc.

5. It was discussed, that it would be helpful if Phil Hamilton would perform all site work, building-related, as well as the septic system (since he has agreed to do the septic system at his cost). He would then need to submit separate invoices for both portions of his scope of work. ***(Since Mr. Hamilton has not been asked or agreed to do this yet, and would need more information to be able to bill us, this is still in a discussion stage. His quote, if willing to do this additional work, would be considered using the same process as all other contractors.)*** Last year's \$30k town approval provides the funds for septic, and this year's warrant will include the remainder (foundation excavation, grading, etc).

6. Decision-making authority from the Owner is important throughout design and construction, whether it is from the Committee-as-a-whole or whether from a Building sub-committee, and it is important for PHDA to be involved throughout. Communication between the three main parties needs to continue after the drawings are done. Discussion to keep Addition Committee as Building Committee, Gordon Volunteered. (Need at least three key people throughout construction, and need consistent communication, with at least one person responsible). Addition Committee will have an open discussion.

7. PHDA will urge Downing Engineering to furnish a written scope of work before 2/18 and to inquire about the PSNH "Work Order" to remove the guy-pole and relocate any guy-wire so that Gordon can remove the trees.

8. Discussion about a electric fireplace insert. (Would be good item for donor.) Ingram will get the cost. They have installed in other builds (Camp Spoffard Chapel).

Our next meeting shall be Monday, 3/9/15 @ 1:00 pm, with preliminary costs to discuss.

Notes/minutes taken by Geri Bailey and Paul Hemmerich