

Minutes of Tuftonboro Free Library
Board of Trustees Meeting with SMP and Site Engineers
March 21, 2019

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustee:** Marsha Hunter **Director:** Christie Sarles **Bauen Representative:** Andre Kloetz **SMP Representatives:** Anthony Mento, Ryan Nichols-Cloutier **Northpoint Engineering Representative:** Kevin Leonard **Selectmen's Representative:** Chip Albee

The purpose of the meeting was to review site and architectural plans for the library additions with SMP, Bauen Construction, and Northpoint Engineering.

Meeting called to order at 9:00 AM

1) **Site and Civil Plans:** A) Planning Board. Kevin from Northpoint Engineering will discuss the project with the planning board on April 18. Government use does not require planning board approval but meeting recommended to address community concerns. B) A bid package for site work should be ready to send out on April 15. C) Northpoint will use T F Moran as structural engineer. D) The structural engineer wants the geotechnical review done as soon as possible. We will be provided with a proposal this week. Boring company should be on site within two weeks of that. E) The parking lot may require more stone because of anticipated wet soil. F) Does permit for driveway need to be reviewed? We will talk about that. G) Kevin thinks we do not need an environmental review. H) Kevin may want test pits where we might be putting basins in to control drainage. I) Book drop location will result in the loss of two parking spots, but we think that is OK since that area will be staff parking. It was recommended that we make book drop access one way. J) Do we keep the existing sidewalk? This will be discussed further. K) We will need 2 ADA parking spaces, one van accessible. L) Repaving existing parking lot not in budget, Kevin will have this as an add on. M) Landscaping – we were thinking of high bush blueberries and leaving it at that. N) We would like the access to trails to be obvious so kids can walk to library without walking on the street. O) New Hampshire Electric Coop would like to weigh in on our energy use. Contacts will be made. Grants may be available. P) We are going to have a building that is low to the ground. It would be helpful if we did not put in the 6 inch curb. There are cost savings to do this, but the aesthetics will change. Boring result will be important in determining whether we eliminate the curb.

2) **Building Design Drawings:** A) Insulation on existing building is not going to be replaced. B) Brick will be left but some repairs needed. C) Windows will be replaced. Andre will contact the Hadleys. D) R-60 blown insulation will be added to existing building. E) Flooring will be replaced. F) Lights will be replaced. G) Partitions will be removed as needed. H) Anthony thinks existing ceiling will need to be removed and replaced due to HVAC needs. I) Anthony will provide a commissioning cost. J) Anthony wants to bury a propane tank, but we may not want bury the tank due to water in the ground. K) Chip thinks we need to cost out both oil and propane. L) Anthony went through preliminary drawings. M) There was discussion as to whether the existing roof should be replaced. It was installed in 1991. N) Due to snow load concerns, the trusses in the existing building next to the new building will be replaced. That section of roof should probably be reshingled. O) Christie wants the window seat in the bumpout to go and putting some windows on the south side. P) Lighting will be designed to provide continuous wide spread light. Q) We will eliminate any casement windows. R) Project will be released in two sets: April 15 and May 13 for Andre so he can get started with bids. Andre will use these to line up subcontractors. S) Gordon wants to know about using prefabricated panels for the construction. Andre has no problem with looking at that. T) Building will be built with shear walls to keep the building from flexing. U) SMP is engaging an interior designer to help with our interior finishes. V) Radiant heat will be priced as an alternate.

Phasing and Timing: Andre hopes to start May 6 with site work and foundations. Total build time expected to be 44 weeks. Before we get started, Bauen will sit down with the library staff to discuss safety, closure schedule, and other details.

Meeting Adjourned 11:39

Next Meeting: Anthony will come back with the interior designer, date to be determined. Other meetings will also be scheduled as needs be.

Respectfully submitted, Paul Matlock, recording secretary

DRAFT