

Brooks Memorial Library
Building and Grounds Committee
DRAFT Minutes of 3/16/2016

Attending: Prudence MacKinney, Jane Southworth, Starr Latronica, Lindsay Bellville, Jeanne Walsh, Leslie Markey, Pam Becker, Chip Greenberg, Elizabeth Tanenbaum, Steve Horton

Agenda Review: Starr would like to discuss her meeting with Adam under Old Business and discuss a recommendation from Peter and Patrick to bring Steve on board.

Public Comment: none

Minutes of 2/23/16 approved with change to spelling of 'MacKinney'

Old Business:

- 1) Finance meeting between Starr and Adam
 - (a) Starr met with Adam about project finances in regards to the \$20,000 approved allocation and how we gain access to it. It was decided a special fund spreadsheet would be developed to allow for accounting of money spend and which account it would come from.
 - (b) The \$120,00 allocation will be discussed at Town Meeting this coming Saturday, March 19
 - (c) The board will still need to know and approve how much is spent on various items
- 2) Recommendation from Peter and Patrick to meet with Steve Horton in regards to the project manager position.
- 3) Clarification on Chip's proposal in regards to percentage fee vs. additional services fee: additional services fee would cover tasks outside the scope of the original proposal i.e. furniture selection; landscape plans. The proposal tries to take into account most of the probable services. Including the additional services fee in the proposal prevents having to negotiate during the project if things do come up.

New Business:

- 1) Steve Horton introduced himself and described his work background. He explained what he would do as a project manager including look at the budget; help with writing contracts; locate companies to do the work and help facilitate the bidding process.
- 2) Chip recommended we also have a construction manager especially due to the start/stop nature of the project. Pam brought up that the building will be in use during the remodeling and we will need someone to keep the ball rolling during the slow and fast periods; we may have to wait sometimes till a new fiscal year.
- 3) Steve recommended we decide on which model we want either to determine the construction manager and developing a planning team or wait for construction manager bidding process. Chip explained the competitive aspect will happen at different times in

the process depending which model we use. Steve added that 90% of the overall work will be subcontracted regardless of which model is chosen.

- 4) Steve will provide a proposal for service. The first steps would include a budget review and getting Chip under contract.
- 5) Pam brought up our discussion concerning changes to the plans that the staff would like to see such as not building the dividing wall in the staff lounge and that the children's bathroom is in question.
- 6) Both Steve and Chip inquired about communication and decision making in regards to who (people, committees, board) will be making decisions and that time will be a factor during construction. Buildings and Grounds committee and Asset Development committee will both have input but the Board of Trustees will have the final say.
- 7) Chip stated Steve as the Project Manager should be involved in the financial meetings. There was discussion concerning either borrowing money and/or using grants to fund the project so that we do not have to wait for new fiscal years to continue with the project. Steve has extensive experience in applying for and working with grants.
- 8) Starr will send the Building and Grounds committee members both Chip and Steve's proposals which will be discussed at the next meeting. Proposals will be shared with the Asset Development committee and the Board. Pam suggested Adam come to the next Buildings and Grounds meeting.
- 9) The importance of staff input into the planning phase was stressed. Another full staff meeting to discuss the plans will be scheduled. Also important is an architect's input of what is possible (i.e building codes) and also new ideas from other sources. Jeanne pointed out that this whole process has taken place during a time of extreme transformation and flux and now we need to come together with new focus. Also the need to get staff, Board, public input but then funnel all the information into a concise plan.
- 10) Discussion of whether to go ahead with the proposed free standing cabinets in the staff lounge to house Children's Room supplies and move the Tech equipment into the closet or to wait until we have a better sense of the overall plan. What is the actual procedure for purchasing new items? How much coordinating do we want to do in regards to furniture and finishes thorough the library?
- 11) Starr has spoken with the Fine Arts committee about having the wall built and moving the Fine Arts collection into the space instead of off site storage.
- 12) Chip suggested that during the next meeting we start the meeting without Steve or Chip so that we can discuss the proposals. Bring Steve in to discuss Chip's proposal then bring Chip in for the remainder of the meeting.

Next meeting: Tuesday March 29th at 4:00 pm

Meeting Adjourned at 9:20 am

Submitted by Lindsay Bellville 3/16/2016