

Lee Public Library Community Center Building Committee

August 1, 2013 Meeting Minutes

Committee Members present: Thomas Dolan, Lou Ann Griswold, Leslie Martin, Katrinka Pellecchia, Zachary Smith, Sharon Taylor, Paul Gasowski

Others present: David Cedarholm

The meeting was called to order at 6:30 p.m.

The minutes of the July 25th meeting were accepted as amended to correct some typos and to provide additional emphasis on grant opportunities.

The committee confirmed the outline of the LPLCC Building Committee meeting agenda to include provision for public comments after each agenda item and the inclusion of Old Business and New Business as agenda items.

Katrinka distributed a Financial Report (attached) to reflect cash on hand, pledges to date and expenses to date. It was noted that portions of the Library Capital Reserve fund can be used for Library infrastructure.

Several of the committee members who took a tour of the new Durham library identified many features that warrant consideration for incorporation in the design and layout of the new Lee Library. They strongly recommended that those committee members, who were not able to take the tour, visit the library and evaluate its features and layout. Further discussion was tabled until all the committee members have made the visit.

Dennis Mires' proposal for architectural services, as amended to include a breakdown of hours and pending the addition of the amendment as described below, was approved and is attached to these minutes. A lengthy discussion of the RFP followed that included, but was not limited to: the construction manager selection process, contractor/municipal bonding requirements and an amendment to include to a listing of references and experience in utilizing local, community commercial and volunteer resources. The Committee approved a proposal to have Zachary Smith prepare the amendment to the RFP for presentation to the Select Board for review and approval before sending to Dennis Mires. Additionally, Zach will outline the overall project process and along with the amended RFP, present to the committee for a vote. The committee recognized the need to publicize the project for local contractor review.

The committee then reviewed three site plans submitted by Dennis Mires to accommodate certain options discussed previously. Options A and/or B, which essentially maintained the original siting with some minor changes, were preferred by the committee. The consensus was to rotate the building off due south to address the concern for additional light and warmth. These plans are attached.

The question of entrance and egress routes will be deferred until the site plan is hardened up and the necessary input from abutters is sought and obtained. To that end, Lou Ann Griswold will work with Caren Rossi and Julie Glover to draft a letter to be distributed to the abutters after approval of same by the committee at the August 15th meeting. An open meeting for the abutters will be scheduled for August 29th in anticipation of walkthroughs during the Lee Fair in September.

The committee discussed the floor plan, layout and operational requirements of the proposed building at length. In summary:

- The committee concluded that Sharon Taylor has had and will continue to have discussions with Dennis Mires on various layout features. The current layout reflects the analysis and recommendations of the Patience Jackson report. Sharon will E-mail this report to the committee members so all will be on the same page.
- Additional flexibility is required in the floor plan to accommodate the teen age population.
- Changes involving the porch, elevator shaft and orientation of the building are under consideration.
- Katrinka advised that a 'proposed site of' sign is to be erected on the property

Discussion on the timeline was tabled until the meeting of the 15th in order to obtain input from Dennis Mires.

The next meeting is scheduled for August 15th at 6:30 PM at the Library. The meeting was adjourned at 8:45 PM.

These minutes were prepared by Tom Dolan.

Lee Public Library Community Center

Financial Report – August 1, 2013

LPLCC Capital Reserve Fund	\$300,000.	(\$500,000 by 2015, if warrant articles pass)
Library Capital Reserve Fund	\$116,750.	
LPLCC Foundation	7,727.65	(cash donations received)
	23,680.	(nine pledges)
	299.69	(in-kind donation)
TOTAL:	\$448,457.34	

Expenses

- Test pits \$100
- Architect \$15,000 (estimated)
- NHDOT application ?
- Construction Mgr ?

July 11, 2013

Katrinka Pellecchia, Trustee
Lee Public Library
7 George Bennett Rd.
Lee, NH 03861

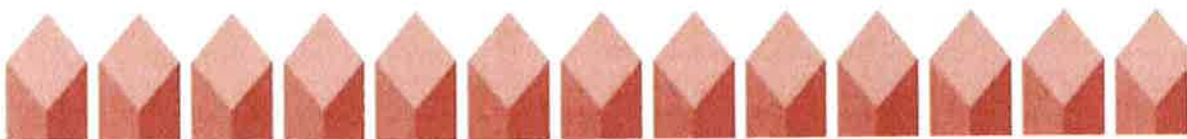
Re: Architectural Services
Lee Public Library

Dear Katrinka:

I appreciate the opportunity to provide a proposal for continuing architectural services to take you through next year's Town vote in March. At our last meeting I rather quickly through out the fee of \$15,000 or less before we had a good discussion fo what all you might be looking for. The RFP you provided was helpful in outlining what you expect. I walked through each item and estimated our anticipated time which quickly added up. I revisited categories and now think our fee breaks down as follows.

<u>Scope of Services</u>	<u>Fee</u>	<u>Hours</u>
• Attendance as necessary at Building Committee meetings to help solidify new designs – estimate: five-six meetings	\$ 2,025	15
• Attendance and presentation of plans at public hearings for the project – estimate: one-three public hearings plus the Deliberative Session in February	1,620	12
• Modification of the existing plans and associated documents to better align with the current times and the town's feedback.	2,615	24
• Assistance in releasing and managing a RFP for a Pre-Construction Manager for the project.	1,000	8
• We will we require bond-appropriate plans including: <ul style="list-style-type: none">• New colored site plan of similar quality of the current plan• New floor plans of similar quality of the current plan• New elevations of similar quality of the current plan• Outline spec for budgeting purposes	3,240	24
• Assist selected Pre-Construction manager and Building Committee with budgeting	1,000	8
• Rudimentary 2D CAD files with enough detail for exterior 3D modeling	3,500	40
Total:	\$15,000	131

Some areas may be lest and other may turn out to be more, but our fee will not exceed \$15,000. We would anticipate you would take care of reproduction costs for those elements that need to be copied or distributed.



Katrinka Pellecchia, Trustee
July 11, 2013
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Returning an executed copy of this letter will complete our agreement and authorize me to proceed. We normally bill monthly against progress.

It's exciting to see this project move closer to becoming a building. We are prepared to start immediately, but in the meantime, should you have additional questions, please contact me.

Sincerely,

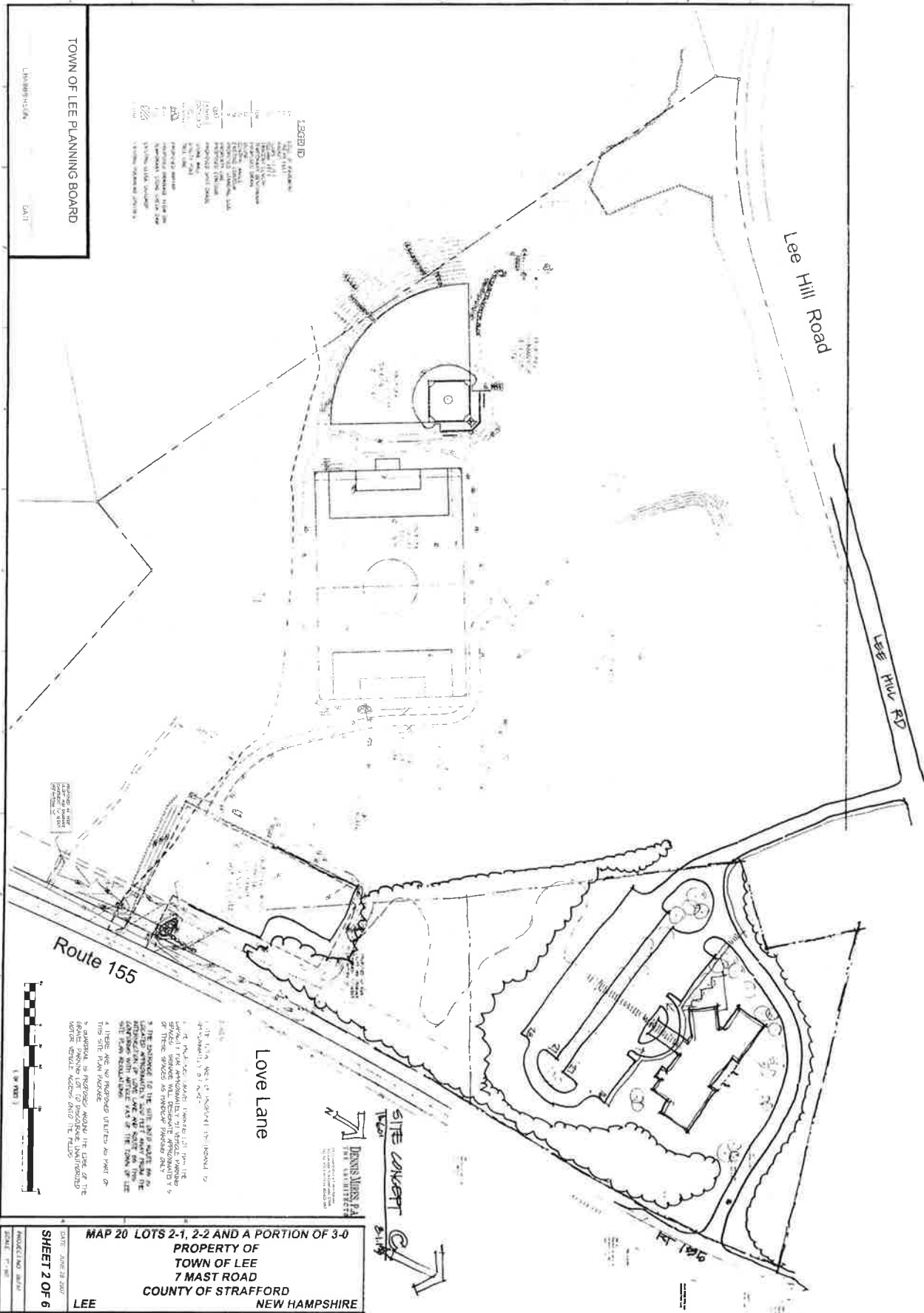


Dennis B. Mires, AIA, President

DBM/pf
(LeePublicLibrary\ArchSvesLtr_07-11-13)

For Lee Public Library

Date



Lee Hill Road

Lee Hill Rd

Route 155

Love Lane

DENNIS MOSES P.A.
 ARCHITECTS
 1000 WASHINGTON ST.
 SUITE 200
 BOSTON, MA 02111
 TEL: 617-552-1100
 FAX: 617-552-1101
 WWW.DENNISMOSES.COM

SITE CONCEPT PLAN

LEGEND

1	EXISTING BUILDING
2	EXISTING DRIVE
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TOWN OF LEE PLANNING BOARD



MAP 20 LOTS 2-1, 2-2 AND A PORTION OF 3-0
 PROPERTY OF
 TOWN OF LEE
 7 MAST ROAD
 COUNTY OF STRAFFORD
 NEW HAMPSHIRE

LEE

DATE: JUNE 28, 2000
 SHEET 2 OF 6

