

Lee Public Library Community Center Building Committee

October 17, 2013 Meeting Minutes

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

Others present: Julie Glover, Town Administrator; Dennis Mires, Architect; David Baer and Brian Gehris, Milestone Engineering and Construction; Annie Gasowski, Trustee Chair

The meeting was called to order at 5:30 p.m.

- The agenda was approved subject to possible addition of items by Leslie Martin under 'New Business'.
- The Minutes of the October 3, 2013 meeting were approved as supplemented by Katrinka Pellecchia.
- The committee approved the videotaping of the LPLCCBC meetings for posting to the web site only. Written minutes will also be required.
- Zachary Smith will have a Google drive set up by October 18. Committee members will have administrative access. This will be the Data Repository for all LPLCCBC related documents. Zach will provide links to specific documents to those requesting them.
- Katrinka Pellecchia reported on the presentation to the BOS of the committee's recommendation for the selection of Milestone Engineering and Construction as the Pre Construction Management firm. The recommendation was favorably received and approved by the BOS unanimously.
- Paul Gasowski reviewed the revised working draft of the LPLCC Pre-Construction Back Plan with emphasis on the need for communication and integration with all the organizations involved with the new LPLCC; the importance of the BOS/ABC sessions and consideration of the Capital Improvement Plan.

Dennis Mires presented an overview of the Pre-Construction process to include the AIA (American Institute of Architects Document A133-2009, Standard Form of Agreement. Julie Glover had several questions on the process and agreement. All agreed that Julie and the committee would develop and submit any questions to Dennis Mires and Milestone for their response prior to forwarding the Standard Agreement to Town Counsel and then subsequently to the BOS for approval by October 28th. Julie requested a copy of the AIA Document A201TM-2007, 'General Requirements'.

Dennis emphasized the need to get preliminary documents to Milestone for the initial cost estimate. To that end, Dennis, Milestone personnel and the committee reviewed the revised elevations and drawings with considerations including but not limited to: ceilings, walls, room ambiance, room dividers, technology infrastructure, dormers, library equipment rental activities, floor coverings, sizes of the groups utilizing the Safety Complex meeting rooms, the entrance area, internal line-of-sight, span of control, lighting and energy options and Town Records maintenance. All agreed that:

- Dennis would revise the size of the community room and add or increase the size of the adjacent smaller rooms.
- Revisit the rec area(s) and associated community space
- Provide budget options for various solar and geo-thermal energy considerations to include cost and payback.
- The need to establish a direction in these energy related areas by December 31, 2013.

The meeting adjourned at 8:00PM. The next scheduled LPLCCBC meetings will be held on October 31, November 7th and November 21st at 6:30 PM.

These minutes were prepared by Tom Dolan

APPROVED