

## Lee Public Library Community Center Building Committee

July 25, 2013 Meeting Minutes

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

Others present: Carole Dennis, Dennis Mires, Annie Gasowski

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

The minutes of the July 11<sup>th</sup> meeting were accepted as written.

The Building committee organizational and operational requirements were discussed. The requirements to post the meeting notice in two locations and to have the draft minutes prepared in 5 business days were confirmed. The committee elected Katrinka Pellecchia as the Chairperson and Paul Gasowski as the Vice Chair

Paul Gasowski distributed his vision of the committee's organization and procedures. There was general agreement and discussion included:

- The need to provide for 'Public Comment' on the agenda items.
- The potential need to tape certain meetings.
- The need to provide the committee with an outline of the financials of the project to include fund raising, appropriations and expenditures.

The committee discussed the potential for Grant monies based on certain aspects of the project such as sustainability, energy conservation, transportation, recreation, health and wellness and other community related considerations.

The Lee Library/Community Center Foundation web site was identified as the focal point for project information once the web site is fully operational.

The committee then considered Dennis Mires' proposal and a lengthy discussion ensued that included, but was not limited to the following considerations: building siting; entrance location; roadway access; associated plot plans; abutters' concerns; relationship with Little River Park; parking; basement and potential elevator considerations; sidewalks and connectivity to the other town buildings to include the school; solar / geo-thermal energy and related design objectives and adjustment of the previously proposed project time line. The committee concluded the following:

- Both options for roadway access (Lee Hill Rd. and/or Rt 155) will be fully evaluated and worked up. The primary criteria will be the safer approach with the least impact to the town.
- Schedule a site walk once the preferred approach is decided. Survey affected abutters by certified letter.
- Consider energy conserving options and identify NH state resources to assist in these approaches: compare energy cost of current library facility to projections for the new facility.
- Explore grant possibilities for potential recreational/community center/library integration. Invite a representative from the Recreation Commission to future building committee meetings.

Dennis Mires reviewed his proposal of July 11<sup>th</sup> for architectural services along with a 'Letter of Invitation' for a Construction Manager as well as the 'Construction Manager proposal Summary Report' utilized to quantitatively evaluate the responses. He made the following points:

- He needs to have certain options confirmed without delay to include siting, building access, solar considerations, a clear definition of the relationship of the facility with Little River Park as these items will have direct impact on the orientation of the building, parking, trails etc. He will use the current footprint until advised otherwise.
- The committee needs to review and provide feedback on the 'Letter of Invitation' and the evaluation criteria. He should get the LOI out within 2 weeks as the complete selection process could take 1-2 months.
- In consideration of the above, the project timeline will be adjusted accordingly to accommodate priorities.

The next meeting is scheduled for August 1<sup>st</sup> at 6:30 PM at the Library. The meeting was adjourned at 9:05 PM.

These minutes were prepared by Tom Dolan.