

## MONTEREY LIBRARY BUILDING COMMITTEE NOTES

### TAKEN FROM TRUSTEE MINUTES, AS NOTED:

From minutes of September 21, 2015:

The Building Design program has been approved by the State and we are now free to hire an Owner's Project Manager [OPM] for the next step, which is to hire an architect for the Schematic Design stage. Karen Klopfer, who helped Mark produce the design program, has been paid just \$5,000 for all her hard work.

In July our Request for Qualifications [RFQ] for an Owner's Project Manager [a 14 page document] was completed and Mark advertised on the Central Register, a statewide site, as well as locally. He also reached out to known locals who were qualified and might have been interested in acting as our OPM. Mark sent [via e-mail] 14 RFQs to respondents. Only one firm came to the pre-proposal briefing/walk through. Four firms sent proposals.

Mark set up a team composed of Ben Reiter, Facilities Director at Gould Farm, Kenn Basler and Mickey Jervas to read the proposals and interview the applicants. With such a small number we decided to interview all four. All four members of the team felt the first firm was too big and the second too small. The third and fourth firms were both good possibilities. In the end the team felt that P3 Project Planning Professionals was the best choice as they had the better experience in Massachusetts and were experienced with small towns. Kenn made a motion, seconded by Mickey, that we hire P3 to act as our OPM. The motion unanimously passed. An Agreement for the hire is near completion and Kenn will deliver it to town attorney Jeremia Pollard for his input.

It is expected that the cost for the Building Design Program, the OPM and the architect for schematic design plans will all be covered by the Planning and Design Grant received from the Massachusetts Board of Library Commissioners [MBLC] with matching funds from the Library and the Friends of the Library.

From minutes of November 9, 2015:

Dan Pallotta, of P-3 our Project Manager and his secretary Anna, have been hard at work with the first part of their task, hiring an architect. The Request for Qualifications [RFQ] was completed and the position has been posted on the Central Register and in the Berkshire Eagle. To date 18 architects requested and received a copy of the RFQ. RFQs are scheduled to be received at the library by November 18<sup>th</sup>. Three architects attended the walk through on November 4<sup>th</sup>. They were Steve McAlister, formerly a Monterey resident of Clark and Green; Brian Johnson, of EDM which is working on the Hume project; and David King, of David L King Architects in Boston. This was the third visit to the library by David or an associate. As required by the MBLC a "Design Team" must be formerly appointed by the Trustees. In addition to the library director, the project manager and the architect; there are to be two [or three] locals with the time and flexibility to serve and also with experience in building projects. Mark chose Ben Kreider, Kenn Basler and Mickey Jervas. By motion made by MaryPaul and seconded by Susan these three were unanimously appointed to the Design Team. Mark has talked with Civil Engineer Chris Tryon, of Berkshire Geo-Technologies, about locating the pins defining the library property. There will probably need to be borings and elevations done at a later date.

From minutes of December 14, 2015:

**GUEST DAN PALLOTTA, PROJECT MANAGER:** Dan discussed the process taken to hire an architect for our building program. With input from the Library Building Committee a Request for Qualifications was prepared by P3 and the position was posted on the Central Register and advertised in the Berkshire Eagle. Four architectural firms responded; all were interviewed on December 9<sup>th</sup>. After much consideration the Committee chose the firm of EDM.

EDM is a firm with offices in Unionville CT and Pittsfield. Principal Tim Eagles has a home on Big Pond in East Otis, making him a near neighbor. The firm has a strong in-house team and will use Foresight for site work. EDM has a well-established background in library work and a good relationship with the MBLC, which will help when we apply for grant funds.

P3 will apprise the applicants of our decision and proceed to negotiate terms with EDM. After terms are met P3 will prepare a contract for our approval and signatures.

A motion made by Mickey and seconded by Lisa to accept the recommendation of the Building Committee to approach EDM to act as our architectural firm for the feasibility study and schematic design phase of the library building program passed unanimously.

From minutes of January 11, 2016:

**GUEST DAN PALLOTA, PROJECT MANAGER:** Dan brought the Trustees up to date on progress. He has informed Tim Eagles of EDM that the Trustees have chosen EDM as architect for the Library Building Program. A contract is in the works. In the meantime a letter of intent was presented to the Trustees to acknowledge our intentions and outline some basic parameters. By motion made by MaryPaul and seconded by Kenn, the Trustees agreed to the Letter of Intent and all signed it. Dan then discussed the next step which will be a meeting between EDM, the Building Committee and himself; and any Trustees, Town Officials and residents who may wish to join. As we will be working together for the first time this meeting is expected to be lengthy. Review of the Building Program and goals of all will be discussed.

From minutes of February 8, 2016:

On January 28<sup>th</sup> the Library Construction Project kick-off meeting was held with members of the design team [Tim and Rebecca from EDM, Mark from Foresight, Dan from P3, Ben, Kenn and Mickey of the Building Committee and Mark], as well as Dennis Lynch of the Conservation Committee and Lisa Smyle. Before the meeting Mark toured the library grounds with EDM and Foresight. Mark Volk identified a good location for a rebuilt septic system, should that be required or desired. While he continued to explore the grounds, the EDM team did the same inside, including trips to the attic, the basement and the infamous bathroom. At the meeting the Building Program was reviewed with questions asked and answered all around the table. It was a productive meeting. Since that time Rebecca has spent two days making measurements in and around the library.

As for the contract, Mickey has had discussions with Tim and Dan and it appears to be coming together very nicely. One of the still open issues is the price. Kenn made a motion that we hold the line at \$42,000, Mickey seconded the motion and all approved.

Tim and Mark Volk had asked Mark for a head count of patrons visiting the library each session that it is open, which he has already provided. For the record, Saturday is our busiest day. The average Saturday sees just over 50 patrons in the five and one-half hours which we are open. Other days experience slightly less traffic. Mark felt comfortable with an average of 10 patrons per open hour.

Mark gave us a few facts - just for the record - the original cost to the Town for library construction in 1930 was about \$7,500. The Knox wing and office additions were built with grant and gift money, at no cost to the Town.

From minutes of March 7, 2016:

Building Program - Mickey and Tim Eagles of EDM, our architect, have hashed out the final changes in the AIA Contract and Jeremia Pollard, Town Counsel, has approved it. Mark handed out five copies for the Trustees' signatures. The Building Committee will be meeting again on March 14<sup>th</sup>. Lauren Stara, of the MBLC, will attend this meeting at which time we will start making serious headway toward our new or newly revised library.

Mark handed out and we reviewed an MBLC hand-out entitled "Construction Grant Round - General Outline of Requirements and Procedures." Luckily the title was worse than the contents.

Our next step with MBLC is to send a letter of intent with documentation that a qualified OPM and registered Massachusetts architect have been hired, together with a copy of the building program.

Mark will be attending a workshop in South Hadley on March 23<sup>rd</sup>. Library attendance at this Information Session is mandatory. EDM's attendance is optional.

The Library's application for a construction grant must be submitted January 26, 2017. That application, in nine months, will include our plans for the changes to be made to the library.

And we will need to go before the Town Meeting in May 2017 to apply for any necessary funding.

From minutes of April 11, 2016:

Mark, Rebecca Tamol-Kay of EDM, and Dan Pallotta of P3, attended the Construction Grant Information Session in South Hadley on March 23<sup>rd</sup>. The MBLC expects 30 libraries to apply for the 20 available grants, which will be distributed over an 8-10 year period. A grant will only pay for the building [and rolling shelves], no landscaping, no driveway, etc.

Three votes are required from the Townspeople at Town Meetings. The first is Town approval to apply for the construction grant. The second is approval of the schematic design. While there will be estimates given with the schematic design, no money is involved in the first two approvals. The third vote, to be at an Annual Town Meeting, is to approve the cost to the Town.

From minutes of May 9, 2016:

Since all Trustees are either attending or are represented at the building project meetings, discussion on ideas we have had since the last meeting two weeks ago falls into place easily. Thoughts on plan changes will be passed onto Rebecca at EDM so that she may consider them for the next meeting.

Discussion on bringing the public up to date followed. Mark and Lisa will work on a piece for the June Monterey News. A longer piece will be made available for the July issue.

From minutes of June 20 2016:

A successful perc test has been performed which will allow the septic system to be moved to the east side of the building. Our thanks to the Select Board for making the Town crew available for the job; and hats off to Shawn and Kevin who with the Town's small backhoe, did a neat, clean and professional job. It is a pleasure when Town departments can work together for the benefit of the community.

The site plan drawn by Foresight for the library construction project shows a lane to the river alongside the planned parking area so that the Fire Company will have access to the river.

A public information hearing was scheduled for August 8, 2016