

Meriden Library Building Committee

September 5, 2017

Meriden Town Hall

Draft Minutes

Present: Bill Knight, Jeff Albright, Joe Crate, Judy Hallam, Leeli Bonney, Shannon Decker, Shawn Rogers, Suzanne Spencer, Mary King, director

Absent: Chris Dye, Nancy Liston

The meeting began at 7:05 pm.

The committee discussed the Meriden Study Committee's work and recommendation to raze the current Meriden Library building and build new. Members noted that any work would require asbestos remediation, and an addition to the current building would require a ramp. The town manager said a property survey would be available by the end of October. The committee agreed to go the route of rebuilding, and discussed using a design-build firm that could give an extremely accurate estimate as well as provide details about specific ADA-requirements (how many ADA-bathrooms, etc). Several members of the public present agreed that the village would be best served with a new building.

The committee appointed the following sub-committees:

Building:

Shawn, Bill, Leeli, Jeff

Finance:

Suzanne, Joe

Library Needs:

Judy, Nancy Liston, Shannon

Community Relations:

Judy, Joe, Chris

Mary King and Brad Atwater would serve as advisors to the committee and assist subcommittees.

The committee discussed the need for a chair and will appoint one at the next scheduled meeting on October 24th at 7 pm.

Adjournment at 8:18

Meriden Library Building Committee
October 24, 2017

Meriden Town Hall

DRAFT MINUTES

Present: Joe Crate, Judy Hallam, Shawn Rogers, Jeff Albright, Suzanne Spencer (had to leave early), Chris Dye; Mary King, Director

Absent: Bill Knight, Leeli Bonney, Shannon Decker, Nancy Liston

The meeting began at 7pm. Upon motions duly made and seconded and unanimously carried, Chris Dye was elected chair of the Meriden Library Building Committee, and Mary King was authorized to make an application for funding for the new library from the James Tasker Covered Bridges Fund.

The committee discussed at length the type of library we want and its planning, financing, and eventual approval by the town. It was agreed that the new library would be as close to zero energy use as reasonably possible, be fully handicapped accessible, and have in addition to book stacks and a reading area, a community room, a small kitchenette, a bathroom, a small office for the library director, and a room for small children.

The Building Subcommittee and the Library Needs Subcommittee were directed to prepare a presentation for delivery at the town meeting in March 2018 asking for preliminary funding to design and plan for the construction of the new library, so that the request for funding for final construction may be presented at the town meeting in March 2019. This presentation is to be given to the Library Building Committee no later than January 15, 2018. Mary King and Brad Atwater have agreed to act as advisors to the above two subcommittees.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,
Chris Dye
(For Suzanne Spencer)

Meriden Library Building Committee Meeting
November 28, 2017 at Meriden Town Hall

DRAFT MINUTES

Present: Joe Crate, Shawn Rogers, Jeff Albright, Suzanne Spencer (had to leave early), Chris Dye, Bill Knight, Leeli Bonney; and Mary King, Library Director.

Absent: Shannon Decker and Nancy Liston

The meeting commenced at 7pm. The minutes of the meeting on October 24, 2017 were approved with the addition that the new library be a single story.

Shawn Rogers presented two floor plans, A and B. The plans showed a building 60x90 feet, totaling 3600 square feet. Steve Halloran said that the building footprint under current zoning cannot occupy more than 40 percent of the lot and that the plans were just short of that figure. That means that no further expansion would be allowed without a special exception.

Bill Knight described the high energy efficiency of the heating and mechanical systems. Mary King said we currently have a collection of about 10,000 volumes with adequate space to shelve that amount. For the new building, we only assumed about 10 percent in collection growth, assuming we will no longer require much space for reference materials, and that media will be received in digital formats.

There was agreement that the structure as reflected on the plans would be perfect for modular construction.

There was also discussion of the request to be made at the March 2018 town meeting for \$25,000 initial funding. Steve Halloran pointed out that there will be competing demands for expensive items, including fire trucks and repair of the town garage. Shawn and Jeff will represent the committee before the trustees at their December 18 meeting, recognizing that the trustees must approve our proposed town meeting presentation. We discussed Steve Halloran's proposed warrant for the initial funding.

Our next Committee meeting will be held on January 9, 2018.

Respectfully submitted,
Chris Dye

Steve Halleran

From: Christopher D. Dye [cderdye@gmail.com]
Sent: Wednesday, January 17, 2018 8:52 AM
To: mlbuildcom@plainfieldnh.org
Subject: Fwd: Library minutes, draft
Attachments: Library. 2018.01.09.docx

Meriden Library Building Committee Meeting
 January 9, 2018
 Meriden Town Hall

MINUTES

Present: Leeli Bonney, Terri Crane, Nancy Liston, Suzanne Spencer, Shannon Decker, Brad Atwater, Chris Dye

The meeting was called to order at 7:00pm.

DISCUSSION

- We need to consult a library designer.
- We must comply with public building regulations.

TOWN MEETING

- Bill Knight, Shawn Roger, and Mary King will make the presentation at town meeting. They will request \$25,000 for preliminary planning and discuss our estimate of the total project cost.
- Someone needs to write an article supporting the \$25,000 request and submit it to *PlainFacts* for the issue that will be mailed before town meeting.
- Brad Atwood, Steve Halloran, and Chris Dye will meet with Shawn Rogers and Bill Knight to develop the total estimate for the project.
- We need to prepare for discussion of the impact the project will have on real property taxes.
- Someone needs to develop a picture or model of the proposed building.

FUNDRAISING

- We will need to begin fundraising after town meeting. We thought we should establish a foundation to accept donations for the new building, but Steve Halloran thought this unnecessary. Tax deductible donations can be made to the Meriden Library Fund that is controlled by the select board.

LIBRARY TRUSTEES

- A group, to be selected, will go to the next meeting of the library trustees to brief them on our progress.

NEXT MEETING

- The full building committee will meet on January 30, 2018.

The meeting adjourned at 8:00pm.

Meriden Library Building Committee
January 30, 2018
Meriden Town Hall
Draft Minutes

Present: Chris Dye, Shannon Decker, Mary King, Terri Crane, Judy Hallam, Leeli Bonney, Joe Crate, Bill Knight, Brad Atwater, Steve Halleran

Absent: Suzanne Spencer, Nancy Liston, Shawn Rogers, Jeff Albright

Meeting called to order at 7:08pm.

- Proposed agenda distributed by Chris Dye.
- Minutes of January 9 meeting approved.

Bill Knight provided updates about cost estimates. He requested a cost estimate for a modular building from Preferred Building Systems in Claremont, likely the least expensive alternative we're willing to consider for a base cost. This cost will be available before our next meeting. The generally accepted square footage cost for schools is \$200/sq ft. (\$720k total for a 3600 sq ft building.) This is a reasonable number to assume for a library, because considerations are similar. This number includes no fittings or site/dirt work, but does include floor surface, kitchen, bathrooms, and full ADA compliance. They could design the building, or work from a design that we provide.

Brad Atwater reported that he reached out to Engineering Ventures about site numbers/dirt work. These numbers are forthcoming. We'll need front end testing/analysis and hazardous waste analysis before demolition. Walkways, curbing, and storm drains all need to be considered. Asbestos is most likely the biggest issue and would have to be handled first; there could also be lead, etc. We would have an outside firm look at the entire building from a hazardous waste perspective, take samples, and come back with a report about what needs to be addressed during demolition. Packaging/hauling of hazardous materials needs to be done by specific companies. There is a state fund available for asbestos removal.

What would it cost to furnish the new building? Mary King confirmed that most of the existing wood bookshelves and the circulation desk would not need to be replaced. Library interior consultants would be helpful to advise about furniture placement, etc.

Steve Halleran reminded the group that we have about \$250k in the bank for this project already. By next year's town meeting, we want to have a bid with real numbers to present. After this year's town meeting, if voters want to proceed, we need to hire someone to talk to firms and do the legwork — a part-time "owner's representative" to watch out for the town's interest. This committee may become a sounding board for the owner's representative.

What do we want to address at town meeting?

- 1.) Are we willing to support a ballpark number of \$1M or less? \$25K from this year will be used for an owner's representative to come up with hard numbers for next year's meeting. Anything not used will remain in the Meriden Library building fund.
- 2.) In one year, we will come back with proposal to build, will have a firm selected. (Bill recommends going through the bid process before Town Meeting 2019.)

Steve confirmed that we don't need a separate foundation to accept private/public money. Instead, we'll use the existing fund.

Judy Hallam is working on a letter to the community, and would like to include that Mary is looking to recycle materials/fittings in the new building. Brad suggests quantifying that, so the public understands that there are more fittings to buy.

Selectmen will open the article at Town Meeting. Recognize Chris Dye as chairman for some remarks about what we've done so far on the committee, turn to Bill Knight and Brad Atwater for further details, discuss how we might use the requested money, then open to questions and discussion.

Is it clear to the public at Town Meeting why we need a new library? Explain that we have done many studies, and there are issues we can't renovate through. There was a clear vote last year to keep the Meriden Library open, but creating a new building is a very different discussion. Brad suggests we need to be prepared to discuss the tax rate and generally how it will be affected, as well as potential operating costs going forward. Bill is confident that we can build a 3600 sq ft building with operating costs that are lower than the current building.

People will ask: Why not save the existing building? Quantify research and numbers we've collected so far to lend credence to the number we're presenting. We want permission to continue the process. Highlight what the new building will offer, what the space will feel like, what works in the current building and what we'd hope to gain from a new building. Have Mary speak to this at Town Meeting. Meriden Library is well-used, patronage numbers are high. Not everyone in town uses a public library, so we need to highlight the resources and what the libraries offer the town as a whole.

Steve and Leeli reported that they attended the most recent Library Trustee meeting; the Trustees voted unanimously to support this warrant article.

Next meeting: Tuesday, February 27th, 7pm.

Meeting adjourned at 8:30pm.