

Goffstown Public Library Board of Trustees
Minutes
December 23, 2020 Goffstown Remote Meeting via Webex

1. Call to Order at 6:01pm -Silence Phones

Members present: Aimee Huntemann (Chair), Samantha Homan (Vice-Chair), Diane Hebert, Kathy Holt (husband is in the room), Aimee Gaudette, Kathy Coughlin (joined the meeting at 6:06pm)

Members excused: Richard Manzo

Also present: Dianne Hathaway (Library Director; staff member on the same floor), Fred Mock (McFarland Johnson), Jason LaCombe (SMP architecture), Myriam Resnick (Minute Taker)

2. Public Comment

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote Meeting checklist:

Town of Goffstown
Right-to-Know Law Meeting Checklist

As Chair of the Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

The Library Board of Trustees is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number 1-408-418-9388 and using the access code: 132 230 2945, following any other instructions.

b) Providing public notice of the necessary information for accessing the meeting;

The Library previously gave notice to the public of how to access the meeting using the available telephone number with the posted agenda.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem with telephone access, please call (603) 497-2102.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

3. Construction Manager Proposal Discussion

- A Bauen representative took a tour of the building with Dianne Hathaway.
- Multiple companies talked about building the parking lot first to put construction material.
- Pro and Con of the different proposals:

Company	Pro	Con
Bauen	<ul style="list-style-type: none"> • No frill presentation • Mentioned Covid protocols • Talked about keeping the library open during construction • More personal • Visited the library and talked to Dianne Hathaway • Had the human touch • Expectations on their contractors and subcontractors outlined in the presentation and policy on noncompliance with these expectations • Hard numbers • Talked about dealing with overages as a team • Itemized the cost proposal 	<ul style="list-style-type: none"> • Spelling error in proposal
Eckman	<ul style="list-style-type: none"> • Stated that libraries are critical community places • Nice presentation • Good details • Safety and behavior regulation • Talked about keeping the library open during construction 	<ul style="list-style-type: none"> • Not much personalization • Little detail • Large price tag • Little information
Engelberth	<ul style="list-style-type: none"> • Entire team would be at the interview • Did their research on GPL • Wouldn't use contingency without written consent • Did a great job with other libraries • Mentioned close cooperation with the Library Director 	<ul style="list-style-type: none"> • Large price tag • Wasn't very personalized • Almost overwhelming • Presentation was very flashy and glossy • Didn't add the cost of insurance • Felt like a brochure rather than a personalized proposal
Milestone	<ul style="list-style-type: none"> • Mentioned presenting to the town • Nice presentation • More information • More financial detail • Hard numbers 	<ul style="list-style-type: none"> • Wrong date • Not much personal detail • Talked about fencing off the parking lot • Some errors in proposal • Talked about using TD bank's parking lot

Company	Pro	Con
	<ul style="list-style-type: none"> • Suggested using the backdoor as an accessible entrance instead of building a big ramp • Talked about dealing with overages as a team • Itemized the cost proposal • Talked about cost savings • Keep Library Director informed • Talked about keeping the library open during construction 	

- Top two proposals
 - Samantha Homan: Bauen, Engelberth
 - Aimee Gaudette: Bauen, Milestone
 - Diane Hebert: Bauen, Eckman and Milestone
 - Kathy Coughlin: Bauen, Milestone
 - Dianne Hathaway: Bauen, Milestone
 - Aimee Huntemann: Bauen, Milestone
 - Kathy Holt: Milestone, Bauen

4. Cost Discussion

- Total cost by company assuming a \$3,000,000 project
 - Bauen: ~ \$375,000
 - Eckman: \$525,000
 - Engelberth: \$458,000
 - Milestone: ~ \$380,000
- Weekly cost by company
 - Bauen: ~ \$5,900
 - Eckman: ~ \$10,000
 - Engelberth: \$8,700
 - Milestone: \$6,248
- The cost of the project was broken down.
 - Cost from selection of construction manager to the Warrant article vote in March 2021. The work during this time is done at risk. The company will only be paid if the Warrant article is approved.
 - Cost from March 2021 to March 2022 for meetings, public events, and budget updates – contingent on the Warrant article passing.
 - Cost from March 2022 to breaking ground on the construction – contingent on the project being approved in the Warrant article vote.
 - Construction manager fee. This fee is dependent on the full cost of the project.
- The cost of each construction manager company is the construction manager fee and the weekly project cost. The latter is directly related to the way the project is executed (phased approach, duration of project, oversight and management needs).

5. Additional comments

- SMP architecture gave a list of cost that needed to be included in the proposal to make the projected cost more comparable between the companies.
- Kathy Coughlin googled her top candidates. She only found a report discussing an error in ADA compliance on a project done by Bauen in 2006 but this issue was resolved.
- A 10% contingency will be included in the construction manager budget. There needs to be a 10% owner's contingency budget as well.
- Jason LaCombe and Fred Moch will help to create a list of questions for the interviews. These questions need to be focused on the relationship between the library and construction manager as well as a shared perspective on the project.
- The fees for the time frame until the March 2021 vote and from the March 2021 to the March 2022 vote exceed the planned \$10,000 dollars. This can be covered within the budget. An owner's contingency was built into the proposed \$95,000 warrant article.

6. Vote on Construction Manager shortlist for interview phase

Motion to move Bauen and Milestone to the interview stage of the construction manager hiring process by Kathy Coughlin, Seconded by Aimee Gaudette.

Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes,

Kathy Holt – Yes, Kathy Coughlin – Yes, Samantha Homan - Yes

Aye: 6, Nay: 0, Abstain: 0.

7. Adjournment at 6:56pm

I certify that these minutes reflect the contents of this meeting to the best of my abilities.



(Myriam Resnick, Minute Taker)

Action Item

- All Trustees are asked to add their questions to the Google Doc sent out by Kathy Coughlin.