

**BUILDING COMMITTEE MEETING  
GOFFSTOWN LIBRARY  
MINUTES**

**OCTOBER 30, 1996**

**PRESENT:** Cathy Ball (Trustee), Janet Bartels (Director), Paula Scales (Brookstone), Jim Bartlett (Meehan Architects), Bob Coll (Brookstone), Jack Boardman (Brookstone) and Mark Smid (Avics Welding Service).

The meeting was called to order at 8:40 a.m.

**MINUTES OF OCTOBER 23, 1996:**

The minutes from the library and the builder were reviewed.

It was clarified with the builder that the staff room needs to be cleaned out by November 7.

J. Bartels: Tomorrow Mark will take apart the bookcase on the wall. On Monday, the Fire Department will move the rest of the stuff from the staff room and from the furnace room.

B. Coll: Everything in the north reading room is fine. Nothing further needs to be removed.

All of the oak pieces are in storage. Janet would like to incorporate some of this oak in the millwork, if possible.

Jim Bartlett: We may be able to use the desk top on the top floor. The smaller one would be used on the main level.

J. Bartels: It may also work for a computer terminal table.

J. Bartlett: Maybe you can get the labor donated to put the table back together.

**REVIEW OF ISSUES FROM OCTOBER 23 MEETING:**

There are still electrical issues pending on the top floor. The builder is waiting for Art Rose to review the structural situation. The electrical tubing and knobbing cannot be disconnected.

The bookcases were cleaned out. The only thing left to move is the staff room and the mechanical room. They will be cleaned out by November 7.

Brookstone will need information concerning the computer cabling. Janet will provide them with a plan outlining the location of the outlets.

J. Bartels: When is the attic floor being put down?

B. Coll: The wiring has to be done before the ceiling is done. We can put the floor in and we will hold off on the ceiling.

J. Bartels: There is a possibility of needing to put the terminal jacks in the floor.

J. Bartlett: You need to get locations of where you want it and we will figure out how we will get there. It will be easy to fish it through the attic floor when the floor has not been totally built. The only thing holding him up now is the structural solution.

B. Coll: If I had the answer on the structural today, I would need this plan by Friday. I don't see it as a problem. I can go up through the roof rafters. I need it as soon as possible, but it is not the end of the world if I don't have it by Friday. Once I have the floor down, I need it before the sheetrock goes up. It would not be the end of the world if I don't have it before the following Friday. If she wants jacks in the floor, then there would be a problem.

J. Bartels will provide the location of the floor jacks in the attic by November 1. The electrical sub-contractor will be doing the cabling work as well.

J. Bartels: There are specs on the cabling.

J. Bartlett: You might want to double check. Cabling is one thing that always changes. Please double check.

**CHANGE ORDERS:**

1. Incorporate the sky lights and the number of issues back into the project.

2.3" mud slab issue and related work.

J. Bartlett: If Brookstone signs this, double check the VCT on the eaves as to whether it is in or not. That is the only issue outstanding.

C. Ball will check with B. McLaughlin on this issue.

**NEW BUSINESS:**

B. Coll: One of my issues is that we are not getting answers quickly enough on the structural components; ie., shop drawings for the steel, concern about joist hanger to support the floor. There was nothing in the plans that specified what I am suppose to use. I need direction. Also, Mark is ready to go to do the steel erection. We don't have any answers back for him. We are waiting for Art Rose to approve or disapprove these things. I don't think he has been available.

J. Bartlett: Last week I met with Bob, Paula and Dick on the steel and we worked out a lot of issues in the first round of the steel shops. There are still some things that the structural engineer needs to review. I need a cut on a joist hanger. The third is the structural solution on the joist to the attic. The reinforcement of the attic joist needs to be done, but the wire is in the way. We need another solution. We need a structural engineer to review that. Art is supposed to be available today. We will have another set of shops today.

B. Coll: I am totally stuck right now. I cannot move further.

M. Smid: You have the elevation squared away. I have a list of steel that will be ordered today. I will, possibly, receive it by the end of this week. I will be waiting on Art's approval. The fabrication can start immediately.

B. Coll: The next step outside is the steel because the steel supports the masonry. Do you have any problems with him ordering the steel?

J. Bartlett: I don't know if there are any issues with materials.

M. Smid: Should I wait for Art?

J. Bartlett: I got shops back from him that did not indicate material changes. I will check when I get back to the office. Most of the changes were field information.

M. Smid: There will have to be a column fabricated to support the other side. I want to make sure Art knows about this.

J. Bartlett: Somebody is saying this beam is another solution. You need to draw this up and come up with a solution and we will have Art check it. At this point, it is better that you come back with a solution and I get it to Art.

M. Smid: Once everything is squared away with the structure, it

will not take long. The stairs will be started on Thursday.

J. Bartlett: It would be to your advantage to have the stair drawings in my hands for us to do shops. The stairs have to fit in the hole. We would be better off if we have all the dimensions.

B. Coll: The masonry opening was cut. We have not taken it out yet. We were afraid of weather. There is a lintel that needs to be put in yet. We did not want to leave it open. The ceiling is still there. The lights are gone. We need to know about the joist hanger before we take this down.

**SCHEDULE FOR NEXT WEEK:**

1. Flooring will be finished in the stack room and upper level with scissoring of the floor joist.
2. The mason will be doing a blocking in the window. He will also start the elevator shaft wall. The shaft was dug out yesterday.

B. Coll: We had a potential glitch yesterday, which got resolved. If we had gone to masonry, the machine room would not have been big enough. You will be getting shop drawings from him in about one week. The elevator has been ordered. We just need the drawings approved.

J. Bartlett: I want to be sure the State gets the shops. You need to get them okayed in some fashion. If he wants two layers of sheet rock there, we need to know now. He also needs to review the shut down system information; how the alarm gets tied in, whether it is smoke, where the detector is.

**SITE ISSUES:**

J. Bartlett: The town is responsible for all site work. It will require repaving, the stone wall will need to be rebuilt. At some point, we should put in the inquiry as to how this will get done. DPW will need to survey the area and the parking lot will need to be leveled so we have a slight pitch away from the doors. The parking lot will need to come up 8-10" from this end. It needs to be done to accommodate the building.

B. Coll: The handicapped access has to have a certain pitch only from the entrance down to the parking area. Based on the finished floor v. what is outside is too low. It needs to be lifted to allow the wheel chair access to the building.

C. Ball will contact B. McLaughlin to let have him follow up with

this. (repaving, stripping, handicapped parking, cleaning up around the edges, etc.). A handicapped parking sign is also needed.

B. Coll: The completion date is in March. The paving plants open in April.

J. Bartlett: I don't think that entry will be useable until that lot is paved.

**BOOK DROP SHOPS:**

J. Bartlett: The last conversation we had was that you would fabricate something for the books to drop into.

C. Ball: It needs to be fire proof.

J. Bartlett: It needs to be dropped in and slid to the right so you can open the door. It should be capped with concrete. We need a metal door with a lock and key.

At this point, J. Bartels, B. Coll and J. Bartlett looked at the book drop outside.

They returned to the meeting and decided that J. Bartels will obtain supply catalogs for the book drop. The book drop should fit into a 1'9" wide x 3' long opening. Brookstone will build the door on the outside and inside for the book drop.

J. Bartlett: We want the book drop as big as we can. It needs to meet ADA requirements for height. (probably 44"). We have a brick sample. Paula thinks it is wire cut, but she is now sure. The grout outside appears to be rose color mortar. I don't know if it is washed from the brick. Please have the mason check to see what color the grout is.

B. Coll: Do you have anybody here to review the brick color? You should take this sample outside and lean it against the building and stand back 20' and see if it looks good. It will not match exactly. I need to know about the brick by Friday.

J. Bartels: I talked to Paul from GMILCS. He moved the multiplexor yesterday. To keep us going, he was wondering if any wires could still be along the ceiling.

Jack Boardman: They can be up on the ceiling. Once the ceiling comes down, the wires can stay right there.

J. Bartels: You are taking the kitchen unit out.

J. Boardman: The slop sink will stay.

J. Bartlett: What will you do with the old book drop?

J. Bartels: I would like to take it to Pinardville.

B. Coll: Paula has some shop drawings for the steel and sandstone. The revised steel shop drawings and the new sandstone will be given to Jim. I have a sample of the stone in my office.

J. Boardman: I looked at the column here. I believe it is limestone. I have no idea what the sample is. You are basically looking for a color match.

J. Bartlett: Please look at the stone to make sure it matches.

Jack will drop off the sandstone sample tomorrow. He needs it back by Friday.

C. Ball: Is there anything else the library staff will need to move within the next few weeks or months? We are running out of off site space.

J. Boardman: I believe it is just the staff room.

B. Coll: If we take these shelves off and the block off the opening we are done in this room. I don't think space will be a problem.

J. Boardman: The conference area will be done last.

J. Bartels: The children's room desk is slated to come out of there. There will only be one circulation desk.

B. Coll: I don't know anything about that. We are only making this door wider.

J. Bartels: The desk will need to be removed.

P. Scales: This will not be worked out until the end. They are working on the mechanical and electrical drawings. I thought the mechanical person would be here this morning.

J. Bartlett: I would like to get this information.

B. Coll: Was there an issue or was it decided as to when Art Rose was going to get back to us?

J. Bartlett: He will be back in town today. He has enough messages and he needs to know he has to get back to us. Keep

track of the time and we will get an answer as fast as we can.  
If there is an effect, let us know.

B. Coll: How much more work do we have to go?

J. Boardman: I can remove the complete framing of the ceiling.  
I can remove the exterior canopy. I can get started in the north  
reading room.

**THIS WEEK'S SCHEDULE:**

1. Tear down existing ceiling.
2. Start installing the floor.
3. Erect the steel on Monday.
4. Install the masonry shaft.
5. Pour the concrete footing for the stairway column footings and  
the elevator slab. This will be protected from the cold  
with blankets.
6. Remove and shore the lower level.

J. Bartels: We have not changed any hours.

B. Coll: The hours are fine with us.

**The next meeting is scheduled for Wednesday, November 6 at 8:30  
a.m.**

**The following meeting is scheduled for Thursday, November 14 at  
8:30 a.m.**

The meeting adjourned at 10:05 a.m.

Respectfully submitted,

Jo Ann D'Avanza

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October 23, 1996  
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**INVOICE:**

Library Building Committee Meeting  
October 30, 1996

4 hours @ \$10.00 per hour.....\$40.00

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November 4, 1996