

Steering Committee – April 2, 2018 Meeting with the Jay White—6:30 pm to 8:15 pm

Present: Jay White Architect, Peter Keene, Greg Renner, Jen Spanier, Linda Weiss, Anne McKinsey, Penny Andrew, Lynne Benjamin, Shirley Montagne, Emily Heidenreich, Lisa Locke

Jay presented plans for the renovation of the first and second floor. The highlights are as follows:

#### Ground Floor

- a) Rebuild stairway to the basement to make it safer and easier for people with different levels of physical capabilities, and age. Increase the riser and decreasing the number of steps.
- b) On the ground floor plan, remove the closet by the bathroom and the shelving/cabinet drawers to add a LULA elevator which is a slow-moving elevator suited for small buildings with space for 1 caregiver and disabled person, several people, staff with books or parent(s) with children.
- c) Removing the bathroom storage closet and shelving/cabinet draws would also include an area for general storage. This led a discussion on storage space, the need for purging and other storage alternatives.
- d) After removal of the current shelving and cabinet drawers and old bathroom, increase the width hallway to the lower floor and extend out the director's office.
- e) Change the current front door from general use to emergency exit and use the foyer as part of the circulation desk.
- f) Enclose the rear entrance into air lock with a book drop-off.
- g) Add study and computer carrels by the windows facing the driveway (where the circulation desk current is).
- h) The director's office will be enclosed with a glass wall for direct line of vision to the rest of the library.
- i) Replace the large table with several smaller tables and provide cozy seating by the windows facing the lawn.
- j) Keep the arches, replace outdated current florescent LED lighting to create a warmer atmosphere, and keep the backstack area as is.

#### Lower Level Floor

- a) After much discussion, it was concluded that the lower floor needs a bathroom which can be easily installed using the plumbing from the ground floor bathroom. The alternative was to use the space for storage.
- b) Heating will be using heat pumps which will save a lot of space currently taken up with current oil furnace. Since heat pumps are not as efficient when temperature is below -5, it was recommended a generator to provide electric heat as a backup to bolster the heat pumps.

#### External Changes

- a) The only external change will be the adding the air lock over the current ramp, adding three double hung windows that are the same size as the current library windows.

#### Next Steps

After much discussion and some changes to Jay's original plans, all of the participants approved the plans. Jay indicated that to translate these plans into schematic blueprints with required engineering, he would need to be hired for the next phase. This would include using a consulting contractor to develop costs

including any additional repairs for the roof, construction timelines and other areas of the building that have been postponed.

This second phase is \$6,080 (with additional expenses). As Jay's schedule is filling up, we need to make a decision soon as to whether to hire him. Below is his proposal.

The Time Line below was used to determine a proposed fee for full services. The dates listed below can be shifted later as funding allocation may require.

Task	nov	dec	jan	feb	mar	april	may	june	july	aug	sept
<b>Architectural hours distributed as follows</b>			2018								
Initial Committee meeting	3										
Site Analysis and Measuring	8										
Drawings of existing conditions	16										
Schematic Design	30										
<b>INITIAL PHASE OF ARCHITECTURAL WORK CAN STOP HERE, UNTIL ADDITIONAL FUNDING IS AVAILABLE. (\$5415 + expenses)</b>											
Schematic Specifications		24									
Cost Estimate (with consulting contractor)		16									
<b>CONFIRM PROJECT BUDGET WITH OWNER</b>		4									
Report of agreed Schematic Design		16									
<b>PUBLIC MEETING PRESENTATION</b>			4								
<b>SECOND PHASE OF ARCHITECTURAL WORK CAN STOP HERE, UNTIL ADDITIONAL FUNDING IS AVAILABLE. (\$6080 + Expenses)</b>											
Details, Complete Construction Documents			40	20							
Construction Specifications				20	20						
Building Permit Applications					4						
<b>DELIVER BID DOCUMENTS TO OWNER</b>											
Pre qualify bidders							8				
Bid period services							16				
<b>THIRD PHASE OF ARCHITECTURAL WORK CAN STOP HERE, UNTIL ADDITIONAL FUNDING IS AVAILABLE. (\$12,160 + Expenses)</b>											
<b>SELECT CONTRACTOR WITH OWNER</b>											
Construction period services							16	16	16	16	16
<b>PROJECT SUBSTANTIALLY COMPLETE</b>											
<b>Proposed fee by month for JWA</b>	\$5,415	\$5,700	\$4,100	\$3,800	\$2,280	\$2,280	\$1,360	\$1,360	\$1,360	\$1,360	\$1,360
<b>Total proposed fee for JWA*</b>	\$30,455 (Average billing rate= 595/hr)										
Partial services are available per the three stages listed above + expenses.											
Engineering and cost estimating consultants are not included above.											
Consultant fees will be negotiated and billed at cost + 15%.											