

Tilton Library Building Committee Meeting
MINUTES: Tuesday, January 24, 2023, 4:30 pm, on Zoom
First meeting of the committee

Members Present: Candace Bradbury-Carlin, Satu Zoller, Tim Hilchey, Julie Chalfant, Judy Holmes, Vern Harrington

Members Absent: Eva Tor

Also Present: Phil O'Brien, Project Architect

Call to order: Candace B at 4:33 pm.

Vote Chairperson, Vice Chair, and Clerk:

- Tim H. moved to approve Satu Zoller as Chair. Julie C. seconded the motion. Motion passed 5-0-1.
- Judy H. moved to approve Tim Hilchey as Vice Chair. Julie C. seconded the motion. Motion passed 5-0-1.
- Clerk to be a rotating position for now.

Project Schedule discussion: Approximate dates

- Schematic design phase starts 1/24/23 and lasts for 2 months
 - Toward end of SD phase there will be a public forum
- Design Development phase starts 3/27/23 and lasts for 3 months. This phase will cover more details of design and size/dimensions of spaces
- Construction Drawings phase starts 6/26/23 and lasts for 4-5 months.
 - This period will include permits and new cost estimate
- Construction Bidding phase starts 11/20/23 and lasts for 2 months
- Construction Admin phase starts 1/15/24 and ends a year later for move-in
- Committee meets every 2 weeks for 2 hours during SD phase, then meets monthly for the rest of the schedule.
- During DD phase engineers will weigh on on geo-thermal possibility and options

Temporary Library Space and RFP discussion:

- Dan Palotta will take the lead in the RFP process and finding a space for temporary operations and storage. Candace will work with Dan and Lauren from the Massachusetts Board of Library Commissioners (MBLC) to calculate how much space is needed. Timeline TBD.

Contract updates for OPM and Designer

- Candace will ask Kayce (Town Admin) about contract format she wants, or Phill would use a standard AIA contract and Dan would use his standard contract.

Invoice Process discussion:

- Dan will maintain project budget. Invoices not coming in until later phases of project.
- Candace and Brenda Hill (Town Accountant) will work together with Dan on processing invoices.

New Business:

- Phil offered the committee to tour the Greenfield Library, which he designed. The committee will meet there on Tues 1/31 at noon.
- Phil recommended that the committee members visit other libraries in the area that have recently been renovated/built, during each phase of our project, to get an idea of what's to come and for inspiration.
- Candace to ask Tree Warden or local tree professional to inspect health of large trees in back, in order to inform the orientation of the expansion.

Schedule next meeting

- Tentative next meeting on Tues 2/7 at 4:30 on Zoom if Dan can make it (Phil will be away). Next meeting with Phil and Dan Tues 2/24 at 4:30pm on Zoom.

Meeting adjourned at 5:58 pm, meeting recorded.