

TML Building Committee DRAFT Minutes

Meeting of January 23, 2014

TML Community Room

Attendance: Kelly Hassan, Jim Walsh, Martha Palmer, Kate Williams-Hewitt, Molly MacAuslan, Frank Governali, Jay Sherma, Greg Marles

1) Call to order: 5:06 PM

2) Approval of January 13, 2014 Meeting Minutes. Motion to accept by Martha, 2nd Jim. No discussion. Vote 5- 0 in favor.

3) Discussion of Project Design Stages

This conversation included discussion of transition issues. Jay spoke to these issues: Assuming Spurwink building will be temporary library during construction. There will be some period of time during which TML has to be totally closed. The question is how long will this period be? Before this closing, there will be a period of time when we'll need to move some part of the collection. We need to consider all alternatives for managing the transition in terms of using space, whether it is town owned facilities or borrowed space from community organizations.

4) Discussion of Role of Construction Manager (10 minutes)

For the minutes, Molly handed out the "Role of the Construction Mgr."

- Jim wondered if other local projects used construction managers and volunteered to collect data from comparable projects. Frank forwarded to Jim a spreadsheet of library construction projects throughout Maine, which was assembled by the TML Planning Committee.
- Molly indicated that Yarmouth in its current library renovation used an owner's rep instead of a Construction Manager to help them through the design process. Only 2 General Contractor (GC) bids came in. Both bids were much above what the owner's rep had estimated.
- Gray – used hybrid model in managing their current, nearly completed, library renovation/expansion.
- Discussion of benefits/drawbacks of using GC vs CM
- With GC the owner (the Town) will bear the risk of delays in construction and any associated costs of those delays.

- The risks of renovation of an old building will be unknown during the design process and the GC won't incur the costs of these risks.
- As happened in Yarmouth, due to the phasing complexity we could end up with a small number of non-competitive bids.
- A CM will participate throughout the design process, providing cost estimates and recommending potential cost-saving alternatives to the design and the systems. Using a CM will minimize the risk of cost overruns to the Town by providing an open-book guaranteed maximum price (GMP) at the end of the construction documents phase.

We need to check in with Mike to see who is making the decision of using GC or CM.

5) Subcommittees (30 minutes)

- Fundraising/Naming (FF&E) Frank/Martha (need to have conversation with Kathy Ray about the town's policy on naming; and, we need to have a discussion about correlating the size of the gift with the designated item.)
- Transition - Kate/Jim/
- Budget – Frank
- Publicity, Outreach and Input – Jim/Kelly & Jeff/Martha

6) Discussion of Historical Society and Spurwink School (15 minutes)

- On this agenda because the TML Planning Committee recommended that the relationship between the Historical Society and Town be defined and formalized.
- What role should the TML Building Committee play in planning the long term use of the Spurwink Building and the Historical Society space? The committee discussed this question and unanimously agreed that these issues should be the responsibility of the Town Council. As a result, the following motion was proposed by Jim, seconded by Martha, and passed unanimously:

That as recommended by the TML Planning Committee that the Town Council should determine the long term use of the Spurwink Building and the temporary and permanent home for the Historical Society.

7) Field Trip to Gray Library? (Others?) (5 minutes)

- Mid-Feb opening, so trip will occur sometime after that. This will determine when we do the trip. We'll ask Reed what they think is the ideal time to go.
- Jim Walsh will try to talk to Yarmouth & Gray about Outreach & Input.
- Perhaps invite trustees or foundation members to join us on a trip. Perhaps see Brunswick &/or Auburn or Freeport.
- Let's use the trip to learn about what others did, which now with the benefit of hindsight they might have done differently.

8) Next meeting dates (10 minutes) –

- Frank will set up doodle.com meeting dates & times, using options: "yes, no, only if necessary"
- Next meeting of 2/6 at 5PM will be focused on Reed's agenda items

9) To Have Completed for next meeting:

- Jim will present spreadsheet of comparable projects identifying methods used to manage projects.
- Martha will have further insight on Foundation/Trustees on fundraising roles.
- Kate will create a list correlating size of donations and naming opportunities which have been used at other libraries.
- We should all review the attached AIA document in prep for the meeting with Reed, as well as the Construction Manager function review.

Next Meeting February 6: – w/ Reed Architects

Meeting Adjourned at 7:03PM

Attachments:

- The Role of the Construction Mgr
- AIA Guidelines

Minutes Prepared by Frank Governali