

Library Trustee Meeting Minutes

Wednesday, May 15^h, 2024 at 7:00 p.m.

on Zoom

In attendance: Hannah Paessel, Library Director; Lisa Werner, Joan Godsey, Chris Condit, Seth Seeger, and Rachel Flint, Library Trustees; Leslie Fisette, Library Friends

Trustee Business:

At our most recent Trustees meeting, we had several questions regarding each of the Project Manager quotes. Hannah contacted Plan Sustain and Dodson & Flinker with our questions and compiled a summary document (below) which we discussed.

Plan Sustain:

Leverett Library Asked:

1. Do you think the Conway student design will need to be refined into a schematic design before construction plans are made?
2. If so, do you have a ballpark idea of what that refined plan might cost?

Plan Sustain Reply:

Thanks for the follow up Hannah,

You could hire someone to revise the Conway School schematic design, but I don't think it is necessary unless you are unhappy with their concept. My suggested approach, but I am open to other approaches, would be:

1. A kickoff meeting with you, your building committee, and whatever stakeholders you want to confirm that the general layout of that concept plan works, in which case I don't think you need a new concept plan, unless you have already approved the general layout.
2. At the kickoff meeting, I would present a few design details for your consideration. For example, 1) do you want edging on the crushed stone, which reduces maintenance costs but is more expensive up front, or are you willing to accept that the edges will erode away and 2) are you fixed on the materials on the boardwalk, which may be higher maintenance, or are you willing to consider other materials approaches (e.g., docks with aluminum supports or plastic wood decking). Because this is more about materials than layout, I don't think we need the new concept drawing. I would advocate decking that lets water and to a lesser extent light through the decking to minimize wetlands impacts and make permitting easier, but I can explain that tradeoffs and that would be your call.

3. Once we have a general direction, we would hire the consultants. We would assume that the layout remains as shown, with the understanding that we might need to make minor adjustments to minimize wetlands impacts and maximize the stability of piers. We would ask the engineer to include a preliminary design, far more than a concept but less than a full design, that we could then bring back to the Building Committee or other stakeholders for final input.

Leverett Library Asked:

Thank you, this is helpful and clarifying. If I'm understanding correctly, you are proposing adding this step before applying for the CPC grant. Is that right?

Finally, I know it is very hard to estimate without more details, but do you have a cost range for this preliminary design?

Plan Sustain Reply:

The way I outlined it, that preliminary design would just be one work produce from an overall engineering contract, not a freestanding contract with a separate cost. Most engineers want this approach, so they are not doing a full design only to find that it doesn't work for their client and leading to bad feelings.

If it was a freestanding contract, it would be more expensive since they would still need survey work, ground truthing, possibly soils, just to get to that design.

Trustee discussion: Yes, we want to go with the Conway School of Design Plan. We need to be aware that as decisions and possible tweaks are made following the kickoff meeting and during construction, we may need to hire an engineer if changes are substantial and costs may increase or change depending on the meeting recommendations.

Dodson & Flinker

Leverett Library Asked:

We do have an additional question about the schematic plan that you've included in your quote. Since it wasn't part of the initial request, can you itemize the fee for Task 1 into:

1. Professional schematic plan
2. Cost estimate

Dodson & Flinker Reply:

Attached is the spreadsheet of our detailed anticipated costs by subtask/staff level that I used to develop our fee proposal. Items 1.2 through 1.4 are associated with the updated schematic design. (The cost of those line items are \$2150)

TASK	DESCRIPTION	RATE	Principal-in-Charge	Project Manager	Other Staff	Subconsultant allowance	Task Subtotal
Task 1			\$150	\$125	\$100		
Professional Schematic Plan & Cost Estimate (Anticipated Completion: June 7, 2024)							
1.1	Kickoff meeting on-site with library and town project leadership		2	2			\$550
1.2	Review Conway student concept plan and identify any major issues affecting probable construction cost and feasibility of project, including compliance with applicable regulations regarding accessibility and environmental protection.			2			\$250
1.3	Prepare revised, illustrative schematic plan, to scale in AutoCAD, incorporating any requested revisions to the concept plan and correcting larger design issues that would have cost impacts that would impact project feasibility.			8	4		\$1,400
1.4	Prepare a written schematic design narrative, supplementing the previously prepared student report, focusing on description of proposed design elements and outline specifications as required, in sufficient detail to prepare a schematic cost estimate.			4			\$500
1.5	Work with professional estimator (D&F will contract with a subconsultant for this estimate, we recommend PM&C Cost Estimators) to prepare a professional cost estimate based on schematic plan. D&F to review estimate for coordination with design intent and make suggested revisions if required.					2000	\$2,000
Task 2							
Detailed Project Timeline & Project Feasibility Report (Anticipated Completion: July 15, 2024)							
2.1	Meet with library and town leadership to review schematic plan, cost estimate, and potential project schedule options. This would include opportunities to phase work based on potential grant timelines including the Leverett Community Preservation Committee application, and work that could be performed by local volunteer organizations.			1			\$125
2.2	Draft a comprehensive project timeline.			2			\$250
2.3	Draft a written memorandum combining project narrative from task 1 with a proposed approach to implementing project, including applicable permits required, potential grant funding sources and application deadlines, and a description of suggested project phasing alternatives based on actual project funding.			8	4		\$1,400
Task 3							
CPC Grant Application (October 1, 2024)							
3.1	Monthly coordination meeting (up to 3 virtual meetings) and misc. project administrative tasks, coordination emails.		1	3			\$525
3.2	Work with client to prepare CPC grant application, based on materials gathered in Tasks 2-3.		1	8	4		\$1,550
TOTAL			\$600	\$4,750	\$1,200	\$2,000	\$8,550

Trustee discussion: Hannah shared that Margie recommended:

1. We choose who we want to hire as Project Manager
2. We convene a small working group to move the project forward. Meetings of this group would not be subject to open meeting procedures and we would not need to post the meetings, since members are not elected/officially appointed.

Seth moved that we proceed with the Plan Sustain proposal for Project Manager. Joan seconded, and we unanimously approved.

The working group will consist of: Hannah, 2 Trustees, and 2 Friends. Seth and Leslie both enthusiastically volunteered to be part of the working group. Chris also volunteered and Judith will be notified about the working group. Leslie will get back to Hannah with the name of the second Friend who will participate.

Meeting adjourned at 7:40 pm. Minutes submitted by Lisa Werner.

Next Meeting: June 12th at 7:00 p.m.