

Keene Library Annex Advisory Committee Meeting
May 11, 2016

Present: Sally Miller, chair; Nancy Vincent; Jennifer Bone; Jill Cielinski; Paul Henkel; Med Kopczynski; Paul Ledell; Scott Martin; Kathleen Packard; Jane Pitts; Judy Putnam; Sean Wiley, admin support.

Guests: Patty Farmer and Anne Faulkner from the capital campaign

Minutes from April 28: moved and seconded to accept, passed unanimously.

Fundraising Report

Patty Farmer reports great progress, with solicitation and receiving of gifts bringing us up to 50% of goal, with a little over \$2.5 million in cash, securities, and pledges. The campaign group has made more than 80 solicitations, including several corporate asks. There are thirteen pending individual asks. They have received twelve “no’s”, accompanied usually by positive comments about the project, but with prospects citing previous giving commitments.

The marketing group is developing posters and a display for the Library lobby. George Scott is working with a Keene State College student making a model of the project for the display.

The campaign group is discussing the public phase of the campaign, with 90% of goal set as the target to reach before rolling out. They anticipate reaching that mark sometime in the fall or winter.

Construction Documents

We need to get construction documents underway in June, with a pro bono construction manager working with Jeff Hoover in the early stages.

Friends and Trustees need to agree to release funds for construction documents—approximately \$400,000, which is part of the total projected \$8.8 million. Sally made a

MOTION: That we recommend to the KPL Board of Trustees, the Board of Friends of KPL, and to the City of Keene that the City enter into a contract with Tappé Architects for construction documents for the KPL renovation project.

Discussion: Paul Ledell asked whether we needed to wait for the New Markets Tax Credits in order to begin construction. Can we not proceed on the original timeline regardless of the change in allocation date? There was discussion on how to proceed without the full funding. Med pointed out that this work needed to be done now and decisions on starting dates should wait until more is known. Annie asked whether there was a standard scope of work involved in construction documents. Med said that most architects use the AIA format in preparing the documents, and that these were fairly consistent in the industry, but that the contract scope can be individualized to cover specific needs. Nancy pointed out that Jack Dugan has language from previous contracts for construction documents that can serve as a guide.

MOTION was seconded and passed unanimously, with Med abstaining as City Manager who will ultimately be asked to approve the contract.

Construction Manager Selection Committee

Jack Dugan would like all parties involved in this committee. With nine as the desirable number of members, 3 will come from MEDC, 3 from the City, 2 from Friends, and 1 from Trustees. Jeff Hoover will be a non-voting advisor.

RFPs will be reviewed and graded against a matrix of important items, with calculation of a numeric value determining the final interviewees. A new matrix will be developed to evaluate the interviewees, with a numerical outcome helping choose the final recommended candidate. MEDC will actually hire the construction manager.

Med said that the City might want to have its own project representative during the construction to be sure that the needs of the City were being met.

Timeline Outline

June: start of construction documents; construction committee formed

July-August: Agreement between the City and MEDC will be negotiated. Nancy asked when this would need to be in place, and Med said not until MEDC was actually hired to begin work.

Fall: preparing to go live with capital campaign, looking for that 90% mark.

November-December: Community Development Entities will know how much money they will be able to disburse

Construction Oversight Committee

Sally said she would like this group to report to KLAAC. Med said that the responsibilities and reporting structure of the group would be part of what is spelled out in the development agreement between the City and MEDC. Broadly, their charge would be to oversee change orders, track finances, oversee updates and changes in design, possibly to oversee draws made on the account. They will meet monthly, at least, during construction. This frequency will be partly dependent on how often people get paid, and whether the committee DOES oversee draws.

Another group needs to be formed to determine furnishings. Sally suggested one person from Friends, one Trustee, one from the City, and the rest from the Library staff.

KLAAC will meet in June followed by a summer hiatus, unless pressing issues arise.

MOTION to adjourn was duly made and seconded and passed unanimously. Meeting was adjourned seven minutes early.

Respectfully submitted,
Sean Wiley