

Nelson Town Buildings Committee

May 7, 2013

Attendees: David Upton, Russ Thomas, Lisa Sieverts, Mike DeMartelly, Susan Hansel, Bob Lenox, Rob Germeroth, Sandy Mackenzie
Absent: Eric Sandberg, Tom Buttrick

Next Meeting: Tuesday, May 14th 6 PM Nelson Town Hall.

Action Items:

Dave: Schedule a TBC meeting with David Drasba of Monahon Architects to review planning work done to date on the Town Hall and Library, and to walk us through the bid process for an architect, and also, the bid process for actual work. May 14th is our first choice date, or May 21st.

Dave: share a sample RFP document.

Lisa: share the engineering studies done in prior years.

Lisa: share a sample RFP document from Frankestown.

Sandy: talk to your contact at the Society for NH Antiquities about architects for this type of project.

MINUTES

Election of Officers

Chair: David Upton

Vice-Chair: Russ Thomas

Secretary: Lisa Sieverts

David shares his thoughts on work to be done by the Town Buildings Committee this year:

Review of Activities Requiring Completion Prior to Town Meeting 2014

a. Review and Finalize Concepts for Desired Work on Town Hall and Library Basement

b. Develop Request for Proposal for Architectural Firms to Complete Detail Drawings and Bid Packages for Desired Work

c. Meet with the Select Board to Interview Architects Who Submit Proposals

d. Develop Recommendations for Funding Sources; Private Donations, Grants, Capital Reserve Funds, Local Taxation (one time payment or long term borrowing).

e. Begin Private Fund Raising, Grant Applications and Bonding Studies as Appropriate

f. Submit Bid Packages to Local Contractors

g. Meet with the Select Board to Select Desired Contractor

h. Assist the Select Board in the Development of Relevant Warrant Articles for the 2014

We agree that all items need to be essentially complete by December 1, 2013.

We discuss the mandate of the Town Buildings Committee this year. The instructions from the Warrant Articles passed at Town Meeting are:

Article 12. To see if the Town will vote to raise and appropriate the sum of \$50,000 to be used to purchase, by contract, detailed architectural plans for the proposed Town Hall preservation and renovation. Said plans to include complete contractor's detail, with which, the Town will seek bids for the project. Further that the funds be withdrawn from the Buildings Capital Reserve Fund.

Article 13. To see if the Town will vote to raise and appropriate the sum of \$18,000 to be used to purchase, by contract, detailed architectural plans for the proposed Library Basement project which will include a space for the Town Archives, Municipal Records, and meeting area. Said plans to include complete contractor's detail, with which, the Town will seek bids for the project. Further that the funds be withdrawn from the Buildings Capital Reserve Fund.

Some discussion of public/private funding for the projects. The thought is that the TBC will make a recommendation regarding how much of each project should be funded through grants/donations.

Some discussion of options for the projects, such as, wood pellet furnace, location of a new Town Hall furnace, solar panels, ventilation.

Discussion of how to manage the bid process to hire an architect. Discussion of whether architect is required, we agree that it is, and is mandated by the language of the warrant articles. Discussion of whether we need to finalize the plans for the buildings first. Lisa says that in the past, the TBC worked closely with the architect (Rick Monahon) to develop plans. She suggests that we use the documentation we have now (Monahon's conceptual drawings, Outline Specifications, and Budgets) for the architect's bid package. The TBC can focus on what qualifications are needed in our architect.

Some discussion of the scope of the Town Hall project. Keene Commercial Interiors recommended thinking of it as two projects: the lower level structural and drainage issues, and the main hall repair and maintenance. Susan Hansel informs us that Linda Willett of Historic Harrisville says that adding steel posts in the Town Hall basement for structural support would be a bad idea, use wooden posts instead.

Susan Hansel informs us that David Drasba has offered to meet with the TBC to review work done to date by the Monahon firm, and walk us through the bid process. We agree this is a good idea. David Upton will set it up.

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