

JOINT MEETING – COMMITTEE ON INFRASTRUCTURE and
LIBRARY BOARD OF TRUSTEES

JUNE 24, 2026

A joint meeting of the Committee on Infrastructure and Library Board of Trustees was held Wednesday, June 24, 2026 at 6:00 p.m. in the aldermanic chamber and duly noticed in two places, including the City's website, in accordance with the requirements of RSA 91-A:2 II.

The roll call was taken with 11 members of the Library Board of Trustees and Committee on Infrastructure present:

Alderman-at-Large Michael B. O'Brien, Sr.
Alderman-at-Large Alicia Gregg (via Zoom)
Alderman Richard A. Dowd
Alderman Paula Johnson
Trustee Linda Laflamme
Trustee Padmaja Kunapareddy
Trustee John Kennedy
Trustee Kristen Kane
Trustee Ernest A. Jette
Trustee Scott Jaquith
Trustee Patricia Dresner

Members not in Attendance: Alderwoman Vengerflutta Smith
Mayor Jim Donchess
Alderman-at-Large Lori Wilshire

Also in Attendance: Tim Cummings, Administrative Services Director
Jennifer McCormack, Library Director

ROLL CALL

Chairman O'Brien

And I'll just say this since this is a new crowd. If you can't make a meeting in the future and you want, we do have the Zoom capabilities. So if you'll ill or something wicked important, you know what I mean, but it's wicked important to be here too. So you can go on Zoom and make arrangements and the way to probably best do it would you suggest is to go through Administrator for the Board and she'll get you set up on Zoom.

Alderman Dowd

Could you read the opening paragraph establishing the meeting and that it was posted?

Chairman O'Brien

Yeah, I could do that if you want. Always technicalities. All right, we'll get into this. I didn't do it. My apologies.

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Okay and I think that we got it right, Rick?

Alderman Dowd

Yup.

Chairman O'Brien

All right then. So we did the roll call opening committee meeting and gave you some of the groundwork and that's basically - we'll get used to it as this goes on.

So now, I'm going to look to my left to Administrative Services Director Tim Cummings, please.

OPENING COMMITTEE MEETING

- Introductions

Tim Cummings, Administrative Services Director

Great, thank you, Mr. Chairman. For the record, Tim Cummings, Director of Administrative Services. I also want to note for the record that we have LeftField with us this evening. We have Joe Sullivan and Kayla Gallo, both of LeftField. They're our owners' project manager and they will be helping facilitate the discussion this evening.

Mr. Chairman before we move on to Public Comment, I do want to just take this opportunity to say what most of you already know but this is just setting the table more so for the viewing audience at home, a little housekeeping or table setting if you will. So what we are doing is we are convening for the first time the Joint Committee of the board of - Committee on Infrastructure and the Board of Library Trustees and what you are doing is starting the process to renovate and a construction project on the Public Library. We are convening this joint body because this joint body is going to help shepherd and move the construction project forward or I should say at this point, we are at design and so we will be starting more specifically with the design portion and then ultimately if it's the wishes of this community, move to construction.

And so what we are doing is a not necessarily codified in our ordinances per se in the fact that our Charter is silent and so we had a resolution passed creating this joint body. It's run - it's going to be run very similarly to the other joint committees that Chairman O'Brien was just alluding to. We have the Joint Committee on Infrastructure on Board of Public Works, Police Commissioners, and Fire Commissioners, and they all have jurisdiction over various building and capital projects.

And so this evening, I am going to suggest we hand it off to the LeftField team in just a few minutes where they're going to give you all a little bit of an orientation and table setting of the project itself and what work we've done to date. Now what you all may be aware of is we have an appropriation hand of \$1 million to guide us as we start the design effort and they're going to help talk a little bit about how they see us using and spending that money. There was some due diligence done on this project very early on and, again, I'm telling you what a lot of you already know and this is for the viewing audience at home. There was a deferred capital maintenance study done, and then a feasibility study done, and there was all this work that was generated to bring us to today, and today is the start of this renovation and capital project.

So Mr. Chairman I'm going to suggest that we have a meeting I would say at the end of August in the early September timeframe. I'm going to propose in between now and then that I'll be submitting to the Joint Committee some rules that we typically use to guide our processes here. It's something we try to get out of the way up front. It will help us have a smoother process as time goes on and when some things tend to be a little bit more time sensitive. And so I wanted to telegraph that for you all now so you are well aware of that and I would think that it would be a more robust discussion as an agenda item at the at the August/September meeting and we'll get to the more specific date at the at the end of the agenda. So Mr. Chair, that concludes my comments this evening. Thank you.

Chairman O'Brien

Okay. So I think what I'm going to do is refer this back to Mr. Cummings and Administrative Service Director and also Ms. McCormick when we come out with a date. Ms. McCormick we'll have our people notify your people. I mean notify you and then you can get the gang to gaggle together and we can go from there. Okay? Fair enough. Beautiful. Okay. Thank you.

PUBLIC COMMENT - None

APPROVAL OF MINUTES - None

GENERAL PROGRESS UPDATE – LIBRARY PROJECT

- Project Status Update
- Overall Project Timeline and Look Ahead

Chairman O'Brien

This is the first time, so there are none. So we'll move to general progress update. DPW garage project. That should be on the next meeting. Does that say Library Board of Trustees?

Tim Cummings, Administrative Services Director

Yeah, so there was a little bit of a typo there.

Chairman O'Brien

No, I just want to make sure that I ain't losing it.

Tim Cummings, Administrative Services Director

No, no. The agenda should be general progress update on library renovation project.

Chairman O'Brien

Okay. Well who would that LeftField?

Tim Cummings, Administrative Services Director

Yep. So I'll take that Mr. Chairman.

Chairman O'Brien

Yeah, sure.

Tim Cummings, Administrative Services Director

Thank you. Tim Cummings, Director of Administrative Services. And so I'm going to hand it over to Kayla Gallo in one second. She's going to be our Owner's Project Manager on this project as we move forward. You all get to know her well and she's going to be assisted by Joe Sullivan, who's sitting to her left, and what she's going to do is talk a little bit about the work we've done to date, to give you a little bit overall project status update, and talk a little bit about timeline, and schedule, and how we envision using some of the money to help progress this project. So with that being said Mr. Chairman, I'd like to hand it over to Kayla.

Chairman O'Brien

Okay, Kayla. Welcome.

Kayla Gallo, Owner's Project Manager

Thank you.

Chairman O'Brien

Away you go.

Kayla Gallo, Owner's Project Manager

Do we have the presentation?

Alderman Johnson

A point of order Mr. Chairman.

Chairman O'Brien

Yes.

Alderman Johnson

We've asked whenever there's a presentation if we could have the hard copy.

Chairman O'Brien

Yeah, usually we do that afterwards but yes, we do demand it.

Alderman Johnson

No because some of us - I have a hard time seeing the screen and myself and other people have asked continuously for the hard copy.

Chairman O'Brien

Oh, I see what you're asking.

Tim Cummings, Administrative Services Director

We can bring a hard copy if you'd like.

Alderman Johnson

And Mr. Cummings has heard that being said several times. Thank you.

Chairman O'Brien

What I thought you were referring to after the meeting, I always do ask for a copy of the presentation for the record.

Kayla Gallo, Owner's Project Manager

Yep, we'll send it out. But for the future, we can print them. That's not a problem.

Chairman O'Brien

Next time we'll get you one Alderman Johnson. Okay?

Alderman Johnson

Thank you.

Chairman O'Brien

Thank you. I don't have it here.

Alderman Johnson

I appreciate it.

Kayla Gallo, Owner's Project Manager

Okay. Thank you, Tim.

Alderman Johnson

Thank you.

Kayla Gallo, Owner's Project Manager

Thank you. It's nice to meet all of you. You can move on to the next slide Tim. So I'm Kayla Gallo. I'm the Project Manager with LeftField. We're your Owner's Project Manager and as Tim mentioned, we'll be helping facilitate this project.

So far, the city went through the procurement process for OPM designer selection and construction manager selection. They've come to the conclusion that we are going to hopefully contract LeftField, designLAB who did you guys' feasibility

study and then Consigli Construction. So far, designLAB has started with site investigation. We did a 3D scan, and a site survey, and then we've also started working - our team has started working to procure a hazardous material assessment consultant and a Geotech. So you can move on to the next slide.

So this is just a quick projected timeline and look ahead. So right now, we'll be moving into schematic design. This should be a roughly 12 weeks from July 2026 to September 26. We'll really just be exploring like program needs, site layout, operational needs, site investigation, and it's more of like a conceptual design, and then after that if approved, we'll move on to the design development phase, which will be from October to January of 2027. It's roughly 14 weeks. This is when we get a little bit more into the detailed design. We do floor plans, furniture, finishes, mechanical like MEP, which is mechanical, electrical, and plumbing. Then that brings us into the CD phase where the architect really hones in on like civil drawings, they complete the floor plan.

Trustee Jette

Mr. Chair?

Chairman O'Brien

Yes.

Trustee Jette

I apologize but through you to Miss Gallo, could you speak right into the microphone a little louder? I have a hearing problem and I'm having trouble hearing you.

Kayla Gallo, Owner's Project Manager

Sorry. Is that better?

Trustee Jette

That's much better.

Kayla Gallo, Owner's Project Manager

Okay.

Trustee Jette

Thank you very much.

Kayla Gallo, Owner's Project Manager

I apologize. No problem.

So for construction drawings, the architect will hone in on the drawings, get them prepared for bidding, and then bidding usually takes about six to eight weeks, and then we'll move into construction with the projected start date to be fall of 2027.

Tim Cummings, Administrative Services Director

I'm going to jump in right now and just add a little additional color here. So what you're seeing first and foremost I'm going to say is a snapshot, best guess and there should be some understanding there may be some movement on this on these timeframes. We really wanted to kind of just sketch this out for you so you had an understanding, a conceptual idea of what we're trying to work towards. But this will this will slide, you know, hopefully ahead if I have my way but, you know, usually it slides back, and I want to make that kind of explicitly clear.

I also want to point out that we only have monies right now for the first part of the design phase. So what's not illustrated here is we're still going to have to come back before the Board of Aldermen and get additional appropriations to be able to continue this project. And so I will say that to continue design, probably around the construction document timeframe maybe a little bit before that, there'll probably be you know an appropriation coming before the body in the late summer,

early fall timeframe to keep this through design so we can hit the construction documents as outlined, and then probably a construction appropriation in the spring/summer timeframe of next year that would allow for the fall construction start. And so, I want to make sure everyone kind of understands that and so that they can keep that in the back of their mind as we continue to progress. Thank you.

Kayla Gallo, Owner's Project Manager

Thank you.

Alderman Dowd

Yeah when we get to the bidding in the GMP, Joe one of the things that isn't shown there that we'll need before we actually fund this project is we'll need an estimate of the soft costs.

Kayla Gallo, Owner's Project Manager

Yep. So we'll have - we'll put together a budget. We'll work with Tim on that and then during the design phases, we'll do estimates as well. So it'll happen throughout the rest of the process. We just obviously haven't gotten there yet.

Tim Cummings, Administrative Services Director

And if I may, Mr. Chairman?

Chairman O'Brien

Yes, you may. I would anticipate this project being costed a minimum of two to three times as our standard process has been and so I think that that's, you know, three times at least we'll have this costed so everyone will have those - that that very well understood.

Joe Sullivan

And if I may, I just want to add a little more color to it. That identifying the program is really going to identify the costs associated with the construction. The soft costs are obviously going to be projected based on, you know, the needs of the library as well. So we'll have a consolidated budget that'll incorporate all of that.

Kayla Gallo, Owner's Project Manager

Yep. So we are today we're asking with the million dollars that we currently have to contract the OPM Services, architectural services, our construction manager, hazmat assessment, and site testing just through schematic design. It brings us a little bit under a million dollars. So Leftfield's schematic design phase came in at \$103,048. designLAB who is the architectural services, for their schematic design phase, it's \$651,440, and then the construction manager, which is Consigli Construction, their schematic design fee is \$16,576, and then Universal Environmental Consultant, which is the hazardous material assessment - the consultant, they came in at \$4,500, and then the geotechnical services, which is site testing, that came in at \$13,500.

Alderman Johnson

Can I ask a question, please?

Chairman O'Brien

Yes.

Alderman Johnson

Thank you. Through you, Mr. Chairman. So I'm calculating at \$789,064 from now that you're that you're going to look to spend?

Kayla Gallo, Owner's Project Manager

What? I'm sorry. Could you repeat yourself? I just couldn't hear.

Joe Sullivan, LeftField

She's asking how it all...

Kayla Gallo, Owner's Project Manager

Oh yes, that's correct.

Tim Cummings, Administrative Services Director

Approximately \$800,000 we know we're going to need to spend to get us through schematic design.

Kayla Gallo, Owner's Project Manager

Correct.

Alderman Johnson

Okay, thank you.

Chairman O'Brien

All set Alderman?

Alderman Johnson

Yes, thank you very much.

Chairman O'Brien

Okay. All right. That's it?

Kayla Gallo, Owner's Project Manager

Yep, that's it. So we're just we're just asking for approval of the contracts.

Chairman O'Brien

All right then. So I'm opening it up for discussion. Alderman Dowd.

Tim Cummings, Administrative Services Director

If I may, Mr. Chairman. I think we have a couple more slides.

Kayla Gallo, Owner's Project Manager

Oh yeah, I'm sorry.

Chairman O'Brien

Okay.

Kayla Gallo, Owner's Project Manager

Sorry, I don't know if – okay. Sorry. So for upcoming contracts, we are not asking for this to be executed now, but just to look into the future a little bit. Once we got into design development through bidding, we'll be requesting an additional \$581,224 for OPM services and then for architectural services, it'll be an additional \$2,052,010, and then for the construction manager, it'll be an additional \$28,707, and that total will get us right through bidding right before construction.

Tim Cummings, Administrative Services Director

And so if I may, so this last half we do not have an appropriation for. So we will be seeking - this is the rest of the design monies if you will or soft cost monies that we would be needing sometime in that, again, that early fall time frame to keep to the schedule that we just outlined and it also should be noted that we're only contracting folks through schematic design. So of course, there will be amendments brought back before this body as we have appropriation and a bonafide source of funds but work and scope to deliver upon and we would be seeking approval of those contract amendments at that at that time. We would then as I said at the onset of this conversation, come back a third time in that spring summer time frame for construction authorization with the resolution for bonding.

So that is a quick snapshot as to how we're starting to conceive of the project and to move to begin to move this this project forward and I believe we're at a point now Mr. Chairman for questions.

Chairman O'Brien

Okay. Well we have one, Alderman Johnson.

Alderman Johnson

Thank you. So as far as the money, so you're talking a million dollars for this and we're only spending \$789,064. So that's a difference of \$210,936. So what's left over in that is that going to be moved over to the next phase - the difference left over?

Tim Cummings, Administrative Services Director

If I may, Mr. Chairman?

Chairman O'Brien

You may.

Tim Cummings, Administrative Services Director

Yes, the intention would be is to use whatever that available money is - call it approximately \$200,000 to put towards the rest of the design so we don't necessarily have to request as much.

Alderman Johnson

Okay because I know with the last over bonding, we have money left over, and after the bills were paid, and it just kind of sat there as we paid interest and principal and interest on. So I just want to make sure that we don't have money sitting around after the fact that hasn't been used like we discussed last night.

Tim Cummings, Administrative Services Director

If I may Mr. Chairman?

Chairman O'Brien

You may.

Tim Cummings, Administrative Services Director

Yeah, two separate issues.

Alderman Johnson

I got it.

Tim Cummings, Administrative Services Director

Two very separate issues but certainly the intention would be is to use that additional \$200,000 of capacity that is authorized, apply it to the future soft cost slash design. What I should say is pre-construction monies needed to be able to move this project forward.

Chairman O'Brien

Okay, Alderman Johnson?

Alderman Johnson

For the moment, thank you.

Trustee Jette

Thank you. So I have some basic questions and forgive my lack of knowledge about this general area. But what's the difference between a schematic design and the architectural design? What...?

Kayla Gallo, Owner's Project Manager

Yeah, I can I can answer that for you. So the architectural design, the entire design of the project, it's broken up into phases. So the first part of the architectural design phase is schematic design and then the next phase is design development. So in the architectural design phase, we really focus on program like site issues. We do a lot of investigation and we kind of nail down exactly what we need for scope and like I said program.

Once we are done with that phase, we move on to the design development phase, which really gets into like the detail process of it. So you lay out the floor plans more detailed, you talk about furniture, and you get more into like the nitty-gritties of it. Does that answer your question?

Trustee Jette

I think so except I'm not sure you defined for me what a schematic design is.

Joe Sullivan, LeftField

So let me put it in a little bit of perspective. Kayla gave a description of the activities that occurred during that. I'm going to put it in percentages so it gives you a better understanding of how it moves forward. Conceptual design, obviously, does a conceptual design of what the program requirements are. That typically runs anywhere between 10% of the overall construction documents, which is the plans and specifications. When you move into schematic, schematic gets you around 35 to 40% of the construction design development drawings. You move - I'm sorry to schematic design.

When you move to design development, you're around 60% of the construction documents. There's more detail associated with the floor plans, the overall architectural plans, and the specifications needed to bid the project.

Then it moves from design development to construction documents. So anything from 60% completion of those documents to a bid set, which is 100%, is the next phase to get you to construction. So at each level, we typically will - and we reiterated that we'll do a cost estimate to make sure that we're staying within the cost allocated that we put in our budget - but it also gives us more detail for constructability of the plans. We'll look at the architectural drawings at each of these phases and the specifications to make sure the specifications meet the design intent of the architectural drawings and we do a design through each of those steps. That just gives you - it's just the dynamics and the terminology architects use through that process. What the city did even with a better foresight is to make sure that we got costs associated with each of those phases so we had a better understanding of where they were at. So if let's say an overall fee for design is a million dollars, if you can picture the percentages that I just gave you, their fee should allocate around that percentage of completion as we move forward. Okay?

Tim Cummings, Administrative Services Director

And then and then if I may Mr. Chairman just to add on a little bit to that. I also will take the opportunity to help educate this group that what we really want you to understand is at a certain point in design, we do not want any major changes. So schematic design, we're going to be seeking input. We are going to be submitting it to you for approval. That is going to be your time to really vet out the concept, make substantial decisions.

Design development. You're going to be tweaking it around the edges. You don't necessarily want any more of those major changes as much but you're still allowed to make some tweaks. But once we get to construction documents, we really don't want to see any more changes, and we try to stay true to what is presented in the design development phase because we're now in construction document phase, and we're really putting pen to paper so we have the document

solidified. Thank you, Mr. Chairman.

Chairman O'Brien

Yeah, call change orders. You'll hear that and that's expensive.

Joe Sullivan, LeftField

We hate that word by the way.

Chairman O'Brien

Huh?

Joe Sullivan, LeftField

I hate that word by the way.

Chairman O'Brien

Follow up?

Trustee Jette

Yeah, I'm sorry. I'm hidden from your view because of that computer screen.

Chairman O'Brien

Oh, throw a longer arm.

Trustee Jette

I'm here, Mr. Chair. So that brings up another question I had. So, you know, just speaking personally - this is just my viewpoint – but, you know, the city, you know, some years ago, you know, declared that it's the city's policy to try to get away from fossil fuels. I know that, you know, is doable to some degree and undoable to other degrees. So I just want to make sure that we have an opportunity - I mean I'm just one person but that the group would have an opportunity to direct you to either, you know, stick with, you know, gas, or change to solar, or change to, you know, there's a hydroelectric dam right next to the library, you know, or some other alternative source of fuel to power the needs of the building, you know, HVAC, and lights, and all that stuff. So I don't - I want to make sure if possible, we have an opportunity to make a decision about that before you get to the point where the documents, you know, are all, you know, then you say well, it's too late. You should have said that before. So I'm saying it now just to make sure we have the opportunity to discuss that.

Joe Sullivan, LeftField

If I'd like to respond, Mr. Chair?

Chairman O'Brien

You may.

Joe Sullivan, LeftField

Those are all great points and I can tell you categorically, it will happen. So we challenged the designer and their list of consultants, which is, you know, it could go from plumbing, HVC, electrical. All of those will hit the energy management requirements associated with the criteria of the city.

In addition to that, you know, we try to reach out and the committee will have input on this and as well as, you know, Jennifer as we sit through these meetings, they're going to bring those up and we're going to challenge the engineers of record to make sure that they're looking at all of those issues and avenues and not only going to show you what they are, they're going to show you the cost benefits between both of them just to show, you know, that we're doing due diligence to

make sure this building's built for the next 50 years.

Trustee Jette

Okay, thank you.

Tim Cummings, Administrative Services Director

And so to answer your question more specifically Trustee Jette, during schematic design, that's really when you're going to want to focus this conversation and we're going to seek design guidance from you early on to make sure that we're all understanding what the expectations are but truly once we get beyond the schematic design phase of this project, we would look at that conversation being settled. And I say that to you because I think you make a great point and a very fair point that I don't want you to be raising these issues too late in the process and you be disadvantaged. So I want to make sure you understand process-wise where the right point is for that inflection. Thank you.

Alderman Dowd

And just reiterate a couple things. The first level of drawings is for determining do you have the rooms you need, or the rooms the right size are and, you know, and then when you get into the next level of drawings is when you tweak things, and you make any changes. When you get to construction drawings, they've already gone out for bid. They're what they're going to build to and to change that is very expensive. On the school projects, we didn't allow it unless it was one of those unknown unknowns that happened or it was something we couldn't possibly not change because it's extremely expensive to change construction drawings and it will drive the price up so.

Joe Sullivan, LeftField

Agreed.

Trustee Jaquith

I'm just trying to get a grasp on all the vocabulary that's being used. The soft costs that you're talking about does that include the temporary location of the library or is that another piece of...?

Joe Sullivan, LeftField

Mr. Chair I could probably.

Chairman O'Brien

Yeah, if you want to, yeah.

Joe Sullivan, LeftField

So the overall budget, and we call it "soft costs" is soft costs are everything other than what the cost of construction is going to be. So that includes architectural. It'll include the OPM. It'll include FF&E, which is furniture, fixtures, and equipment. It's going to include some contingencies. It's going to include moving costs associated with that. So we will really develop a budget that'll outline each of those cost implications to give you an overall project cost.

Trustee Jaquith

Thank you.

Joe Sullivan, LeftField

You're welcome.

Alderman Johnson

Thank you. I want to go back to the solar and all of that. So when you get all the information, we're going to be able to see a building about the same size, how you compared it with solar, electric, or gas heating basically?

Joe Sullivan, LeftField

Mr. Chair?

Chairman O'Brien

Yeah, go ahead.

Joe Sullivan, LeftField

So the answer is yes. They will they will give us - it's a cost analysis. They're going to look at the overall systems and the efficiencies associated with it. We all have to be well aware and keep in mind that we have to meet the energy code as well and that energy code is set, you know, through the State guidelines. So the requirements of the engineers is to do their due diligence to meet the energy. I like to see them exceed the energy code which 90% of the time they do. It's based on the exterior envelope. The better you make the exterior envelope, which is the exterior of the building, and the more efficiency you make it thermally, you become a more efficient building overall.

The HVAC equipment - they will give you the recommendations, and the options, and they'll also show you the pros and cons not only for the benefits of it but the costs associated with it.

Chairman O'Brien

Follow up?

Alderman Johnson

That's it for right now, I guess.

Chairman O'Brien

Okay.

Trustee Kane

Trustee Kane for the library. I have two questions if I may?

Chairman O'Brien

Yes you may.

Trustee Kane

The first one is in the proposals that we were in the packet for the meeting. Leftfield's proposal talks a little bit about adherence to guiding design principles and I wondered how are those defined, set, agreed upon? Like how do we manage that?

Tim Cummings, Administrative Services Director

If I may, Mr. Chairman?

Trustee Kane

Why are you smiling?

Tim Cummings, Administrative Services Director

Well because that actually - I had mentioned design guidance. So what you're talking about is, again, going to be a draft document that I'm going to submit to you all. It's one of those items I mentioned very early on in our meeting that I'm going to be submitting to the body, and it's going to be you that informs us the design guidance that you want us to use, and then that is going to be the directive that we're going to be helping the architects kind of understand, and then ultimately, it's through a majority consensus of this body as to what direction we go, and you have to weigh a lot of the

pros and cons, and decide what is the best project that this community wants to have. So that is essentially what will unfold very early on in this design process.

Trustee Kane

Thank you. That's very helpful.

My second question kind of related to that is can you talk a little bit about the different groups involved? There's a project team, there's this group. What are the responsibilities of the different groups in, especially the schematic design phase? This kind of first piece that we're doing.

Tim Cummings, Administrative Services Director

Sure. If I may, Mr. Chairman?

Chairman O'Brien

You may.

Tim Cummings, Administrative Services Director

Sure. So there is what I would consider the design team, and the design team is typically led by the architect, and then the architect is going to have what they refer to as "subconsultants" underneath them that are all various disciplines and trades that have a specific expertise that is going to contribute to the overall design.

Separate and apart from that, you have the construction manager, and then you have the owner's project manager, and that rounds out your project team during the pre-construction phase. Of course, we will have some minor consultants coming in as necessary to help address various issues as they arise. They may be sub-consultants of the architect. They may be subconsultants of the owner's project manager. We may consult with them directly as a particular issue arises. But those are kind of one-offs that we will discover as we study the project and develop the design.

The city administrative staff are your internal project managers helping to keep the project going, helping to facilitate. I act in more of an administrative role and then the library and the library administration, the professional library staff, they're really your conduit for the project itself and to speak to some of the design elements. Specifically, from like an operational and very programmatic type of type of way. And then ultimately, this Joint Committee is charged with the responsibility of approving contracts, approving invoices. Ultimately is the body that we report to, to make certain decisions about the overall project. So ensuring that there's agreement early on certain things like total project cost on the design is critical so we can continue to move this project along.

And so you should anticipate meeting I would say a little bit more regularly up front. Then it will slow up for a little bit as the design continues and then once we get into the construction, you're going to need to meet monthly at least, and that just so you can kind of understand what the expectations would be so we can continue moving this project along. Is that?

Trustee Kane

Super helpful, yeah. Thank you so much.

Joe Sullivan, LeftField

And the only thing - the only other part that I would add is that you'll have - and we will institute a design - a page turn. So at each process or each phase as we move forward, the Trustees and this group will have an opportunity to see the design evolve. We're going to show the different criteria that, you know, each of the program requirements are looking at and some of the specifications and energy management systems that they're going to recommend. Then as a body, you will vote to move forward at each of those phases. Because as Tim alluded to earlier, I don't go backwards. I like to get - I like to make sure that we get the approvals at each of these phases so that we all are on the same page as we move forward.

Tim Cummings, Administrative Services Director

It costs too much.

Mr. Chairman, I just also want to add. We're going to be looking very early on to get a project website up and running. I think that will be incredibly beneficial to the community in general and it's certainly something that I hope that we start to build into our process. So it won't have a lot of information early on but as the project progresses, there should be more of a way for the community and certainly for you all to keep updated on the progress of the project.

Joe Sullivan, LeftField

Transparency.

Trustee Kunapareddy

I have - that was - I had two questions. One question is how are we going to get the materials to you?

Chairman O'Brien

Excuse me. Can you identify yourself?

Trustee Kunapareddy

I'm sorry.

Chairman O'Brien

Because we do transcribe this and I don't think they know your voices yet so.

Trustee Kunapareddy

No worries. No worries. No worries. Sorry. So my name is Padmaja and I'm a Board of Trustees. So one of the question I was going to ask is how are we going to get the information? Looks like project site is going to be website. Is it going to website where we can download the materials?

Tim Cummings, Administrative Services Director

If I may, Mr. Chairman?

Chairman O'Brien

You may.

Tim Cummings, Administrative Services Director

Thank you. So I'm going to answer your question two ways. So first, the project website if you will, the project page, that will be more of an effort to be transparent and to provide general information to the community and certainly, there could be images that you could download or whatnot as the project progresses. More specifically to how you get information, so that is an administrative function. It is going to be handled through the Legislative Affairs Office. So Donna Graham - this is a legislative body if you will and so she works very closely with me and we ensure that you get your agenda. The meeting gets noticed. We ensure that the agenda packet is electronically available. We can certainly show you how to gain access to it and I think this is a good opportunity to talk about the nuances between the two bodies and I actually had raised this question earlier on because the Library Board of Trustees may have a custom, and a culture, and a norm that is a little bit different than the Board of Aldermen. So we're developing this group together. So me understanding early on some of these details will help us. I can only tell you how we traditionally do it. Then I will work out with Director McCormack what might be - what makes the most sense and what will work for this body here. But what I just said to you is how we've been traditionally handling things.

I'll also say typically how it works is I typically am the primary liaison to the Infrastructure Committee and then the Director - in this case, the Director of the Library is the primary liaison to the Library Board of Trustees and then the two of us work very closely together as we continue to move the project forward. Certainly, you should feel comfortable reaching out to either one of us or the OPM to get specific questions addressed but that is how - that's how this has been working and I would say we have at this point in time, a joint committee on a Board of Public Works. We have a joint committee on Police Commission. We have done this kind of regularly and so, you know, we have this - I would say we have some of these procedures and programs built but obviously, this is the first time this body is getting together. So if we need to

tweak things along the way, we need that feedback. Thank you, Mr. Chairman.

Chairman O'Brien

You're welcome. And I just want to say, this isn't our first rodeo, okay. For you guys, it is and you know we're excited about it just like you guys. I mean the thing about a community or a college, you know, is the library. I mean I went to a military school and they still put the bloody library on these shirts. But, you know, the thing is it's going to be good and the track record of this particular Infrastructure Committee, we have been under budget every single time. Very efficient and, you know, we're watching the taxpayers' dollars. So I anticipate nothing less or the same. We work pretty good on that. Right Mr. Sullivan?

Joe Sullivan, LeftField

Yep. I'd just like want to add one other part to your question that you had. The website is the information portal to be able to give to the community but we'll do one step further. We have public forums occasionally and we'll invite the public to each like maybe a critical stage to keep everybody well informed. Transparency is everything and that's how you're going to gain support.

Chairman O'Brien

Okay. And as I just one other thing is the way we pay bills. Okay and that's one of your responsibilities. What's going to happen is the contractor already did it, okay. So he's looking to be compensated, you know, for the hard work that he's done. So when we have these monthly meetings, that's some of the things you're going to come to see. You know, it's not really an arguable point and to the degree that, you know, it was a requirement. When we look at the overall costs, it's kind of in your bidding process is included in that and we're just coming out when the bills are due.

Should I mention, too, our authority if we can't...? Yeah if we cannot get the board together for riots, or COVID, or whatever, you know, I do have some authority up to a specific dollar amount to approve the day-to-day operation. These guys, they all have kids and they need the money, you know. So the thing is we do that but that doesn't mean it's a done deal. We got to come back and report to you on what we made the payments on. So it's full transparent.

Joe Sullivan, LeftField

And Mr. Chair if I could add to that?

Chairman O'Brien

Yeah.

Joe Sullivan, LeftField

As your OPM, we will vet every request for a price proposal in change order and after it's vetted, you'll only present it after our recommendation to you for that. So we'll ensure that the costs are fair and marketable based on fair value.

Chairman O'Brien

Okay are we all set? All right, we're going to move on to the next.

Alderman Dowd

Yeah, just one other thing I wanted to mention is when we're approving invoices in this Committee, you'll get a copy of the invoices ahead of time. Probably online because otherwise we'll be printing out killing a lot of trees and I'm sure you don't want to do that as a librarian. So if you have questions about the invoices, look at the invoices ahead of time so when you come here if you have questions, they can be asked.

Chairman O'Brien

Yeah and we're all available if there's any question.

Alderman Dowd I'm going to look to you. Do we have a motion?

APPROVAL OF INVOICES - NoneAPPROVAL OF CONTRACT/PROPOSALS/AMENDMENTS

- LeftField (Project Manager) Phase 1 amount \$103,048.00
- designLAB (Architect) Phase 1 amount \$651,440.00
- Geotechnical Services Inc. Phase 1 amount \$13,500.00
- Universal Environmental Consultants Phase 1 amount \$4,500.00
- Consigli Phase 1 amount \$16,576.00

MOTION BY ALDERMAN DOWD TO APPROVE LEFTFIELD PHASE 1 IN THE AMOUNT OF \$103,048.00; DESIGNLAB PHASE 1 IN THE AMOUNT OF \$651,440.00; GEOTECHNICAL SERVICES, INC. PHASE 1 IN THE AMOUNT OF \$13,500.00; UNIVERSAL ENVIRONMENTAL CONSULTANTS PHASE 1 IN THE AMOUNT OF \$4,500.00; AND CONSIGLI PHASE 1 IN THE AMOUNT OF \$16,576.00, BY ROLL CALL

ON THE QUESTIONChairman O'Brien

This, yeah, this is pretty much standard what we're going to be going along and doing in the future. Because we have our rules are, we have anybody who is a Committee member or Trustee that is on Zoom, all votes have to be by roll call. Okay.

Alderman Jette

So we're in the discussion?

Chairman O'Brien

Not yet. Not yet.

Trustee Jette

Not yet. Okay.

Chairman O'Brien

Not yet. So, you know, we'll have the roll call vote and everything else. Now Alderman Jette.

Trustee Jette

Thank you. So I looked through the contracts and I noticed that, you know, most of the people we're - companies that we're contracting with are, you know, Massachusetts based. You know Boston, Framingham, and Boston. One of them is Weare, New Hampshire. I'm just wondering, you know, we like to encourage, you know, local businesses. We like to support local businesses and I'm just, you know, looking for an explanation as to, you know, why everybody's out of town? Is it because of, you know, in-State people aren't able to do this work, or it was a low bid process, or what? Can you explain that?

Tim Cummings, Administrative Services Director

Sure. I think it might be a little bit of a misnomer to suggest that these are all Massachusetts-based companies in the sense that LeftField has an office in Manchester, New Hampshire. Consigli has an office in Manchester, New Hampshire. I think it's fair to say designLAB is Boston-based. Geotechnical Services and Universal Environmental Consultants I'm not as...

Joe Sullivan, LeftField

GSI is in New Hampshire but Environmental Services is in Boston.

Tim Cummings, Administrative Services Director

So they have - so and their personnel certainly is and field office if you will is in New Hampshire for a bulk of these contracts. We don't - yes, I hear the point that we try to when we can procure people locally and certainly that is something we all keep an eye towards. But then we also have to look at what we get for in terms of quality and making sure that we get the best price. All of this goes into that type of conversation and ultimately, the procurement of these individual contracts went through a thorough vetting process. We issued RFPs. We've done interviews. Our standard process, Alderman Jette, or Trustee Jette that I know you're intimately familiar with. Thank you.

Chairman O'Brien

Okay. Follow up?

Trustee Jette

Yes, thank you. I actually thank you for that answer and I have another question.

I notice that on the contracts there are performance dates and the dates don't seem to coincide with the presentation that Ms. Gallo made. Some of them have no dates. You know, it's a blank. So could you talk about that?

Joe Sullivan, LeftField

Mr. Chair I'd like to follow up on that.

Chairman O'Brien

You may follow up.

Joe Sullivan, LeftField

That's a great question and so at the time when we solicited the requirements for the project - and that based on the contractual dates that we were projecting to be ready for this, they provided the cost analysis based on start times. Obviously, those start times didn't match initially when they submitted them to us. So the time of issuing of the contract based on what they're providing us right now and the time we issue the contract back to them, we'll revise the schedule and provide you an update based on that. The timing of when we wanted to try to get together, it got pushed out a little bit so it pushed the schedule out a little bit.

Trustee Jette

Okay.

Tim Cummings, Administrative Services Director

There was a budget that we were focused on. It took up a little of our time.

Chairman O'Brien

Okay. Any other questions?

Alderman Johnson

Thank you very much. In the motion, my question is since we have a million dollars towards this, how come we don't have total of a million dollars not to exceed a million dollars or not to exceed \$789,064? So we know we have that amount that we're not exceeding either the amount that everything totals to or that full dollar amount of the million dollars? It should be a not to exceed in there.

Chairman O'Brien

We have not really done that per se in the past because what we are approving if you look at it is listed what we are approving.

Alderman Johnson

I got it.

Chairman O'Brien

So one would assume we can't exceed the - we are authorized such in the case of LeftField of \$103,048.00. We're not going to add a nickel onto it.

Alderman Johnson

I'm just making that point.

Chairman O'Brien

Okay, thank you.

Alderman Dowd

Yeah for the overall contract, we don't need a not to exceed because we only authorized a million dollars. So we can't go over a million dollars because that's all they have.

On these items here if there are changes that happen for unknown reasons right now, we need that flexibility otherwise it takes weeks to get the additional amount. So this is - these do not need to be not to exceeds. Every one of the invoices will be reviewed when they come in.

Chairman O'Brien

Right. I do have a question to Mr. Cummings. According to Miss Gallo's presentation, does this have everything that is listed or what is just needed for today?

Tim Cummings, Administrative Services Director

Thank you. If I if I could, Mr. Chairman? This is what's needed to get the project going in earnest to get us through until the next meeting. Certainly as we start to the design if we have another need for a consultant and a contract, we would bring it before you for approval, which is one of the reasons why as Alderman Dowd mentioned, we want a little bit of a buffer because we cannot exceed that \$1 million.

Chairman O'Brien

Yeah. Yes, question.

Trustee Kane

Yep. This one is on the design. This one's on the designLAB contract. It's small but I'd like to clarify. In Attachment C 2.2, which is the architect's activities and deliverables, letter J. it mentions parking in there - parking layout and service access. I understand the access part but I wanted to clarify. Are we responsible for parking? I did not think that that was part of this project that lot that's next door.

Joe Sullivan, LeftField

I could probably answer that question. So they're required - so every construction project in my career has required a Planning Board review. Whether you need or you have parking on that parcel or not, they need to do an evaluation and actually look at it and go from there. Whether you need it or not will be evaluated as the project design happens.

Trustee Kane

Thank you.

Joe Sullivan, LeftField

All right, you're welcome.

Tim Cummings, Administrative Services Director

And to that point so everyone is aware, the City of Nashua is not exempt from our land use controls, and ordinances, and so this project will have to go through a full permitting process.

Joe Sullivan, LeftField

Correct.

Chairman O'Brien

Okay. Any further questions? Okay, seeing none.

A viva voce roll call was taken, which resulted as follows:

Yea: Trustee Dresner, Trustee Jaquith, Trustee Jette, Trustee Kane, Trustee Kennedy, Trustee Kunapareddy, Trustee Laflamme, Alderman Dowd, Alderman Gregg, Alderman O'Brien	10
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Nay: Alderman Johnson	1
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MOTION CARRIED

OTHER EXPENDITURES FOR APPROVAL - None

OLD BUSINESS - None

ADJOURNMENT

MOTION BY ALDERMAN DOWD TO ADJOURN, BY ROLL CALL

A viva voce roll call was taken, which resulted as follows:

Yea: Trustee Dresner, Trustee Jaquith, Trustee Jette, Trustee Kane, Trustee Kennedy, Trustee Kunapareddy, Trustee Laflamme, Alderman Johnson, Alderman Dowd, Alderman Gregg, Alderman O'Brien	10
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Nay:	0
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MOTION CARRIED

The meeting was declared adjourned at 6:57 p.m.

Alderman-at-Large Michael B. O'Brien, Sr.
Committee Clerk

Nashua Public Library

Joint Committee Meeting

06.24.2026



PRESENTATION AGENDA

1. **Introductions**
2. **Public Comment**
3. **LeftField Progress Status Update**
4. **Approval of Contracts**
5. **Upcoming Contracts**
6. **Questions**

Nashua Public Library

Meet the Team



designLAB architects



Nashua Public Library

Projected Project Timeline/ Look Ahead



Phase	Duration
Schematic Design	July 2026 – September 2026
Design Development	October 2026 – January 2027
Construction Drawings	February 2027 – June 2027
Bidding / GMP	June 2027 – September 2027
Construction	Start Fall 2027

Nashua Public Library

Contracts



OPM Services

LeftField Project Management
Schematic Design
\$103,048

Architectural Services

designLAB
Schematic Design
\$651,440

Contractor

Consigli
Schematic Design
\$16,576

Hazmat Assessment

Universal Environmental Consultant (UEC)
\$4,500

Site Testing

Geotechnical Services Inc. (GSI)
\$13,500

Nashua Public Library

Upcoming Contracts



OPM Additional Services

LeftField Project Management

Design Development – Bidding

\$581,224

Architectural Additional Services

designLAB

Design Development – Bidding

\$2,052,010

Contractor Additional Services

Consigli

Design Development – Bidding

\$28,707

Nashua Public Library

Questions



Questions?