

**PLAISTOW PUBLIC LIBRARY**  
**Special Meeting of the Board of Trustees**  
**April 13, 2016**

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Wednesday, April 13, 2016, to further discuss the Granite State Plumbing contracts relative to the HVAC project.

Present:                   Catherine Willis, Chair  
                                Jennifer Kiarsis, Secretary  
                                Jane Query, Treasurer  
                                James Peck  
                                Rosemarie Bayek, Alternate

Not Present:             Luann Blair  
                                Michelle Sykes, Friends of the Library, Alternate

**Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 10:40 am.

The delivery of the full contracts by the library director was discussed. The scope of both portions of the contracts were not provided by Cab to the Board until yesterday. Jim Peck and Cathy Willis felt more time was needed to review the documents. Jennifer Kiarsis stated that the director was delegated the project, requested to learn about the system, investigate and work with vendors, and to negotiate the terms of the work to be done. Town Counsel reviewed the documents; Town Administrator was provided with a copy as well. There were questions asked by Jim Peck to Cab via email (which are attached to and made a part of these minutes), and Cab responded that he would update the contracts with corrections, as well as obtain more detailed answers to Jim's questions.

Jim Peck suggested to the Board that the course of action to take would be to sign the contract for \$4,200 pertaining to the mechanical inspection by Granite State Plumbing, and to hold off on signing the contract for \$44,000 pertaining to the installation of a new control system until further information and corrections were made. Motion was made by Jim Peck to approve the first Granite State Plumbing and Heating Contract P05129-#Rev2, with the inclusion of language specifically requesting **the delivery of any and all mechanical inspection forms and notes**, seconded by Jennifer Kiarsis. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

There was further discussion regarding the second contract with Granite State Plumbing – P04999-#Rev2. Rosemarie Bayek asked about training and how many people would need it. Cathy responded that most likely most employees, but this would be a decision for Cab to make. All agreed that the two-four hour sessions would be adequate.

Jim Peck had specific issues with the language in the contract under the **Executive Summary – Our Proposal Includes** section:

**- The rate for additional control work shall be \$115 per hour regular time and \$173 per Premium/Over Time.**

**- The rate for all other mechanical services provided by GSPH, LLC shall be \$98 per hour regular time and \$147 per hour Premium/Over Time.**

Jim understood the need of Granite State to have a contingency in case of unforeseen mechanical or control issues, but did not feel comfortable with this language without a meeting with the consultants that Cab has been dealing with on this project. He also does not feel comfortable without the Town, specifically Sean Fitzgerald, being aware of what the Board is preparing to sign. Sean has been provided with the contracts to review but has not responded to Cab.

In addition, there was discussion about inserting an additional bullet stating that the Library consultants (Kevin Laplante, Mike Castagna, and others) would be the determining parties if such additional control/mechanical work were necessary. In other words, before the additional work was to be done, their opinions and advice would be solicited. No specific language was discussed or determined.

**- System additions and upgrades such as: CO2 sensors, air flow stations, VFD circulator pumps, and complete building and system balancing is NOT covered under this proposal. It is addressed under Proposal #P05129.**

It was suggested by Jim Peck that the second sentence be deleted from this bullet as these additions and upgrades are NOT addressed under Proposal #P01529.

There was also confusion regarding the dates on the contracts and their exact expiration.

Because of the questions and concerns, Contract P04999-#Rev2 was tabled.

Cathy Willis stated that there was a spreadsheet created by the former Library Director, Laurie Houlihan, detailing a history of the repairs and replacements of the HVAC system since the beginning. Cathy will ask Cab if he has knowledge of, or can find, this spreadsheet.

Cathy Willis will contact Cab regarding the concerns of the Board on the second contract with Granite State Plumbing, and request that he arrange a meeting of the consultants and Sean Fitzgerald with the Board.

Adjournment: 11:20 am.

Respectfully submitted,

Jennifer Kiarsis, Secretary

**PLAISTOW PUBLIC LIBRARY**  
**Special Meeting of the Board of Trustees**  
**April 15, 2016**

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Friday, April 15, 2016, to further discuss the Granite State Plumbing contracts relative to the HVAC project, and to consult with Kevin Laplante and Mike Castagna.

Present:                   Catherine Willis, Chair  
                                Jennifer Kiarsis, Secretary  
                                Jane Query, Treasurer (excused at 2:55 pm)  
                                James Peck  
                                Rosemarie Bayek, Alternate

Not Present:             Luann Blair  
                                Michelle Sykes, Friends of the Library, Alternate

Others Present:         Mike Castagna (arrived at 2:20 pm)  
                                Kevin Laplante (by conference call)

**Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 1:48 pm.

Sean Fitzgerald, the Town Manager, was unable to attend the meeting, but did send an email to Cab. Comments from the Town Manager in these minutes are taken from this email.

**Baseline Mechanical Inspection Contract (P05129)**

Cathy Willis began by stating the concern of the Board was that the Baseline inspection might reveal problems with the system that may be too expensive, which would necessitate the postponement of the control contract. That the Board would prefer to get the first phase of the project completed before going on to the next phase.

Jim Peck got advice via email from his brother, Jeffrey, who was a mechanical engineer for decades. Jeffrey suggested, as an independent advisor, that the Board sign the baseline inspection, but get a proposal on the control contract based on the results of that inspection. In addition, he suggested that a cost analysis be done prior to signing the contract for the controls installation. Cab was opposed to a cost analysis at this point and felt it would be too costly and too time consuming. The work necessary to make improvements to the system have been identified, and adding a cost analysis to the mix would bring us back to the beginning.

Jim said that he had asked Cab what the downside to delaying the signing of the contracts would be in his opinion. Cab was concerned that the whole project may get scrapped and Granite State would move on. Mike Castagna and Jeffrey Peck (according to Jim Peck) were both of the opinion that the likelihood of that happening were slim. Delays in contracts happen frequently, but the scheduling aspect of the project may be an issue because Granite State is dealing subcontractor schedules as well.

A timeframe was requested by Cathy and Jim regarding the mechanical inspection. Based on the contract cost, and approximate cost per hour, Mike felt that the project would take three (3) plus days, which confirmed what Cab had told the Board. This would include labor, testing and working with the balancing contractors. Kevin felt that this baseline inspection of the mechanical system might be an overlap of what he and Mike Castagna had already done in the retro-commissioning . During the retro-commissioning any Priority One issues would have been identified. Mike advised that in order for Granite State to know the current condition of the system, a current baseline inspection was important, and also that there is always a chance that issues would arise from the inspection but that they would be short money issues.

There was concern by the Town Manager about adding “not to exceed” \$4200 in the first contract. Cab agreed to put that in. Mike felt that with deliverables such as the progress of each day of service, number of people working on the project and additional documentation (not necessarily checklists), change orders would be prevented and the \$4200 could potentially be less. Also he told the Board that Granite State is willing to refund the Library if the project cost was less.

Mike stated that regardless of what happens with the baseline inspection, the control system has to be replaced one way or another. He also stated there was about 1/3 life left in the system, and that the new controls would extend the shelf life of the system for possibly seven or eight years. He felt that the cost of operation would be cut in half with the new control system.

In regard to the possibility of change orders, Jennifer Kiarsis asked if Kevin and Mike both would be reviewing them for the Library. Both confirmed that they would.

When asked if a few days holding off signing the control project contract would be an issue, Kevin said it probably would not, but it might be an issue with Sam Wiggin, who is the control installation subcontractor. Again, this was the strongest downside to waiting to sign the contracts.

Discussion followed regarding the Balancing Contractor. Cab advised that he took Kevin’s advice and opted to remove the balancing of the system out of the Granite State contract and did a search to find an independent contractor unassociated with Granite State and Sam Wiggin, the control installer. Kevin confirmed that advice; Mike was opposed to it. Cab advised that the cost provided by Granite State was \$7800, and that he found a contractor (Tekon) for \$4200.

#### Controls Installation Contract (P04999)

The Town Manager felt that Granite State should provide a “turnkey” system to the Library. Mike advised that was not possible with the balancing contractor is Library controlled. As an example he stated that Granite State was like a General Contractor, and they can only guarantee work subbed out by them. If the balancing contractor is hired separately, Granite State can’t guarantee their work and therefore cannot deliver a turnkey system.

Training was again discussed. Jim asked Mike who should be trained. He stated that it was up to the Board and Cab, but he would suggest that a Trustee be trained as well as the Director, Maintenance, and key personnel. Eight hours in the contract was more than adequate, Mike advised, and that much of the functionality of the system would be with set parameters, much like an alarm system.

Jim Peck again had specific issues with the language in the contract under the **Executive Summary – Our Proposal Includes** section:

***- The rate for additional control work shall be \$115 per hour regular time and \$173 per Premium/Over Time.***

***- The rate for all other mechanical services provided by GSPH, LLC shall be \$98 per hour regular time and \$147 per hour Premium/Over Time.***

It was explained that these rates with specifically requested in the RFP for the project. Again Mike advised that any change orders would be reviewed by Kevin and him on behalf of the Library. In addition the weekly email deliverables stated in the contract would also be reviewed by them both. Mike advised that the emails should include where they are on the project; what is left to do and what has been done, as well as any issues.

According to the controls contractor, Sam Wiggin, the project will take approximately a month.

Mike suggested that if the Board was not going to sign the controls contract (P04999) that a Letter of Intent should be created, stating that the Library fully intended to go forward with the project, on the condition that the Baseline Inspection did not reveal repairs that were of significant expense.

Motion was made by Jim Peck that the Board sign a Letter of Intent to Granite State Plumbing stating that the Control package contract (P04999) will be signed, unless significant repairs were found as a result of the Baseline Inspection which would prevent the Library from going forward because of insufficient funds. Seconded by Rosemarie Bayek. Motion carried: Ayes 4; Opposed 0; Abstentions 0.

Mike Castagna and Kevin were excused from the meeting.

Additional points: As far as the Library hiring the balancing contractor, it was agreed that perhaps Kevin would be our Project Manager and deal directly with the balancing contractor. In addition, it was agreed that a warranty clause should be added to contract P0159 with Granite State. In effect, that they are guaranteeing their baseline inspection.

Cathy Willis summed up by stating that the first contract (P0159) will be signed by the Board after Kevin gets back to Cab with his comments, and the appropriate changes have been made. That the Letter of Intent will be signed as soon as the first contract is signed, and will be sent to Granite State. It was hoped that both of these could be accomplished today or by Monday at the latest.

Adjournment: 3:35 pm

Respectfully submitted,

Jennifer Kiarsis, Secretary

**PLAISTOW PUBLIC LIBRARY**  
**Special Meeting of the Board of Trustees**  
**April 25, 2016**

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Friday, April 25, 2016, to further discuss the Granite State Plumbing contracts relative to the HVAC project.

Present:                   Catherine Willis, Chair  
                                Jennifer Kiarsis, Secretary  
                                Jane Query, Treasurer  
                                James Peck  
                                Michelle Sykes, Alternate

Not Present:             Luann Blair  
                                Rosemarie Bayek, Alternate

Others Present:        Cab Vinton, Director

**Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 10:40 am.

Apparently the terms and conditions of the first contract were okayed by the Controller at Granite State, but they were not happy with the format that Cab used (in order to make the contract more understandable/readable) and wanted the contract reformatted back to its original state and then signed by Cathy. In addition, they wanted the second contract signed and submitted with the reformatted first contract. The Letter of Intent apparently was not enough. The Board now needs to make a decision how to go forward.

Jane's opinion is that because of all the work done and contact with the various vendors, the decision whether or not to go forward with Granite State should be a decision mainly made by Cab. Cab felt we should have a "take it or leave it" attitude with them, and advised that Kevin Laplante felt there was a low chance they would not walk away from the contract.

Cathy and Jim were ready to proceed with a hard ball stance; our position would be to keep the first contract as Cab revised and submitted it, signed by Cathy, and the Letter of Intent as submitted. The subject of purchase orders was never mentioned to Cab or the Board, and Jenn again asked if that was something we missed. All agreed that no PO's were ever mentioned.

Jim wondered if having a face to face with Granite State would be productive. All agreed no.

Cathy stated that if Granite State was this difficult to deal with at the sales part of the relationship, how cooperative or flexible would they be on the delivery?

It was decided that the Board would make its final presentation to Granite State (semi-hard ball) by having Cab reverse format the first contract, which he said would take a very short time, and then restate that this first contract and the Letter of Intent were all that Granite State was going to get from the Board. No purchase orders, and no signed second contract.

Motion was made by Jim Peck to authorize Cab to change the first Granite State contract back to its original format, with additions and revisions and initialed pages, and have Cathy sign it for delivery to Granite State, our Letter of Intent will stand as originally submitted, the second contract will not be signed, and no purchase orders will be created; seconded by Jane Query. Motion carried: Ayes 5; Opposed 0; Abstentions 0.

Cab will email Todd at Granite State making our position known.

Jenn had a question regarding future maintenance. Cab advised that we will remain with Pro-Controls.

Michelle Sykes made a point that if we end up having to go with a new company for the control work, we should make sure that they are not owned or affiliated with Comfort Systems.

Cab will speak with Kevin again about the baseline inspection and whether or not is it necessary.

Cab and Jim both agreed that future contracts will be easier and less confusing because we have learned a lot during these negotiations. Terms and conditions of any future contracts will be dictated as part of the RFP.

Adjournment: 11:15 am.

Respectfully submitted,

Jennifer Kiarsis, Secretary