**Pentwater Township Library**

**Buildings & Grounds Committee**

**Minutes**

02/02/2021

**Call to Order:** The Buildings & Grounds Committee meeting was held virtually and was called to order at 4:00 PM by Board President Kendra Flynn.

**Roll Call**: Present– Kendra Flynn, Joan LundBorg, Valerie Church-McHugh.

**Also Present:** Mary Barker, Director PTL.

**Guest:** Josh Wickham, Heirloom Construction.

**Construction Project:** Discussion led by Josh Wickham.

* Need to know the approximate cost of the overall project before moving forward.
* Current plan is not complete. Need further details on electrical, roof, etc.
* Need full stamped drawings for structure, plumbing and electrical.
* Not a cheap project but considered a small project.
* Substantial increase in costs in materials and labor over the past 17 months.
* As concept is turned into full design we may be faced with additional work and increased costs.
* As far as Heirloom-
	+ Small Project.
	+ Would like to take on the project.
	+ Will bring in consultants including local electricians and contractors who will take conceptual designs and incorporate into engineered drawings.
* Three delivery methods -
	+ Work with architect for all designs and details and then put out to bid.
	+ Work with engineers and designers.
	+ Hire Heirloom that has its own teams for engineering, architecture and construction including concrete work.
* If we contract with Heirloom-
	+ Will need to know what our budget looks like.
	+ Will come up with a conceptual budget which will include exploration of existing structure.
	+ Will build out project.
	+ Straight negotiated - no bids. (Check with Eric Smith at MCDL).
	+ Consider it a Summer 2022 project since it will save money.
	+ Start getting ready for fundraising in Summer 2021 including a rendering of the project which will cost a few thousand dollars.
* Village Road Work –
	+ Coordinate Park Street sidewalk construction with Village.
* Bidding Process
	+ Flynn will check to see if bidding process is required since we are government entity.

 **Date of Next Meeting:** The next B & G Committee meeting will be held on Tuesday, February 9th Zoom via at 7:00 PM.

**Adjournment:** The meeting was adjourned at 4:56 PM.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Joan T. LundBorg, Board Secretary