

## **Project Oversight Committee**

### **Minutes 16 August 2023**

The meeting was called to order at 1:50pm at the Pamlico County Library.

Project Oversight Committee members were all present (Richard Bartz (chair), Doug Brinson, Katherine Clowers, and Josh Rose) and Ben Bowditch connected via telephone speaker. Other attendees were Lydia Davis, Mary Hiatt, Sidney Phibbons, Peggy Vick, and Chris Walker.

The chairman highlighted key project activity and emphasized the funding shortfall described previously in a 15 July 23 email to POC members. Chris Walker summarized his company's activities and indicated future efforts would be directed through the POC.

Chris Walker was introduced to attendees and presented a briefing on project actions so far and produced a revised site layout, schematic, and milestone chart.

- Revised construction documents (90%) based on adjustments made because of the first cost estimate in April will be ready for POC review 1 October 2023.
- POC review 1 – 15 October and returned to architect.
- Architect incorporate comments into bid documents 15 Oct – 1 Nov.
- Send invites for Project Bid 1 Nov 2023.
- Collect bids 4 Dec 2023.
- If Bids are within range, select contractor, and prepare Notice to Proceed, 11 Dec 2023.
- Estimated substantial completion is December 2024.

General discussion points:

- The new library design has not changed the footprint/square footage.
- Walker Architecture to provide site plan and consider placement of existing 8' x 40' Conex that requires electricity for A/C and lights.

- Owner comments to be given to Walker Architecture NLT 1 Nov 2023.  
Potential additional considerations are:
  - Details of IT grant being developed by CPRL
  - Status of two freezer units
  - Placement of temporary storage facility, size TBD.
- Owner comments can also be addressed as an “add alternate” which allows the owner to see a cost without it being in the initial contract. For example, the perimeter wooden fencing, storage of furniture.
- FOL needs to continue insurance coverage on Hardee’s during construction.
- FOL must vacate Hardee’s by 23 December 2023.
- Chris Walker anticipated more than one bidder for the project.
- Walker Architecture’s internal cost estimates reflect the following cost range:
  - Low \$2.0 M
  - Medium \$2.2 M
  - High \$2.5 M
- FOL has \$2.2 M available for the project.
- The two NC State Construction & Infrastructure fund grants will be available through 2028.
- Doug Brinson offered to investigate any local interest in the excess freezer/cooler at Hardee’s.

The meeting was adjourned at 3:10pm.