

## MEETING RECORD

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**DATE:** November 7, 2011

**RE:** Construction Fence Location Meeting including Additional Site Items.  
**BY:** Benjamin R. Bradford, The Library Design Collaborative  
**TO:** DPW (Troy Mathis and Wayne Manuel), EBRPL (David Farrar, Brian Fielder, Mary Stein, Patricia Husband, Tim Bankston, Rhonda Pinsonat, Liz Zozulin, and Tuesdai Miller), BREC (Ted Jack and Reed Richard), and Milton J. Womack (Vic Todd)  
**CC'D:** TLDC Team including Consultants, Dale Phillips, & Keith Hoffman

**IN ATTENDANCE:** Troy Mathis, Reed Richard, Dale Phillips, Vic Todd, Keith Hoffman, Robby Posy, and Benjamin R. Bradford.

## COMMENTS:

- 1) The construction fence location was approved as discussed on site pending approval of a site plan drawing to be submitted by **Milton J Womack (MJW)**.
- 2) **MJW** shall provide a turn-around for the existing parking to remain during Phases 2 and 3 indicated on Sheet G1003 since the new fence location does not allow for it as drawn.
- 3) **MJW** shall install a 10-foot gate in the construction fence to allow access for theatre vehicles to access the loading area through the job site. This gate will be indicated on the site plan indicated in Item #1.
- 4) **BREC** shall contact **Vic Todd** or **George Griffon** to have the gate mentioned in Item #3 opened.
- 5) **MJW** shall pay special attention to the existing chiller lines when installing the new subsurface drainage line.
- 6) **MJW** shall coordinate the installation of the new subsurface drainage line with the Library and minimize disruption to the vehicular traffic flow around the library. The new subsurface drainage line shall be installed in the middle of the existing parking drive at the back of the building. The subsurface drainage line will be covered with limestone and maintained by **MJW** to allow the Library use of this area during construction.
- 7) **MJW** agreed to relocate the soccer goals to a location not within the fenced construction site.
- 8) **BREC** shall move south and repaint the second soccer field on the west side of the existing library. This field currently conflicts with service yard.
- 9) There is a possibility of connecting the catch basin added by addendum just north of the Meeting Room to the existing **BREC** subsurface drain line less than

20 feet from the proposed location. The drawn location of the new catch basin will disrupt the root system of one of the Memorial Oaks. Regardless as to if we can connect to BREC's catch basin, everyone present agreed this catch basin needed to shift north approximately 6 feet to minimize the impact to the root system. **Benjamin Bradford** shall follow with the **Team** after his conversation with **Ted Jack** concerning this matter.

- 10) The construction fence shall include the cyber café site. **MJW** shall relocate the fence upon the award of this project if they are not selected for the project.
- 11) **Benjamin Bradford** shall contact the **Civil Engineer** to verify if we need the subsurface drainage grate inlet 6 feet from the 72 inch drain pipe. The 72 inch drainage pipe has a side inlet which appears to be lower than the grate inlet which makes the grate inlet seem redundant.
- 12) **MJW** shall provide signage on the fence near the soccer fields to inform park visitors on how to reclaim property (soccer balls) that has gone over the fence.
- 13) **MJW** is reviewing their needs for storage to the west of the theatre parking to verify if they need the area to be fenced. **Reed Richard** and **Troy Mathis** agreed for the function of the park and soccer fields, it would be preferred to not fence this area and use it only for construction worker parking.
- 14) **David Farrar** indicated during a brief conversation with **Benjamin Bradford** that he preferred that the pine tree struck by lightning on the existing west fence line be removed. He also preferred that the 4 pine trees to the northeast of the existing library not marked for demolition should be removed and replaced with red oaks in a layout as indicated on sheet LP101.
- 15) **David Farrar** also agreed with the plan for the installation of the new subsurface drainage line indicated in Item #6.