MEETING RECORD
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 Tuesday Miller), BREC (Ted Jack and Reed Richard), and Milton J. Womack (Vic Todd)
CC’D: TLDC Team including Consultants, Dale Phillips, & Keith Hoffman


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 GI003 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.