

## 20071106 WT TOWN HALL RENOVATION COMMITTEE MINUTES

**PRESENT:** Kent Healy, Kate Warner, Jim Osmundsen, Virginia Jones, Chuck Hodgkinson

**ALSO PRESENT FOR PART OR ALL OF THE MEETING:** Kathy Logue, Staff Liaison, Jen Rand, Staff Liaison, Joe Eldredge

**ABSENT:** Bea Phear

**MINUTES:** Kent convened the meeting at 1630 and asked for approval of the minutes of 20071016 which was MSV. Minutes of 20071030 have been deferred to the next meeting.

**CONTRACTS:** Ginny asked Jen about the contracts and the committee was informed that the contract for the architects, K & K has been reviewed, with their proposed changes, by Counsel for the Town and approved, then returned to K & K where they are currently. The contract for the OPM, Jamie Doyle, has been reviewed and is ready to be signed upon Bea's return and instruction to so do.

**RESCHEDULING ISSUES:** Kent did discuss our revised time table with John Keenan and it was not only acceptable but a relief to them. He has further discussed it with Skipper Manter and Glenn Hearn from the BOS, and they have reservations. Kent confirmed to K & K the rescheduling.

**PUBLIC FORUM:** Chuck has prepared a very detailed outline of what has happened and what we have accomplished for the committee to review once Ginny has had a chance to comment. Chuck has also prepared some information about cost estimates. The committee discussed the date for the Public Forum and decided that Nov 19 won't work as we won't have any data and further drawings from the architect until they meet with us again on the 20<sup>th</sup>. The committee will attempt to schedule a public forum for Dec. 3/4 but might need to schedule it for the 10<sup>th</sup> or 11<sup>th</sup>.

**JOE ELDREDGE:** Kent noted that Joe has given us another analysis and narrative of concept 4.

**ENERGY COSTS:** Kate presented a very detailed and thorough analysis of comparisons that she has done of the costs of various types of energy for heating, cooling and ventilation, and compared them to the capital costs of effecting the various options. She used the current building, but as a shell, without any addition. She used a computer program designed for residential use but modified some of the parameters such as electrical use. She presented graphs, spread sheets, etc. for four options, the base hall (the shell plus a degree of insulation) plus three others progressively more aggressively insulated. She wants all to know that aside from insulation "we will get the most bang for the buck by making the building tighter." She also reminded the committee that we will still have to ventilate to assure fresh air, all units will contain heat recovery units. If

anyone has specific questions they should consult with Kate as the options contain a lot of variables and some assumptions bolstered by input from various experts. She urged Kent to inform the architects that the estimators should be including cost estimates on the hall 2B and hall 3 in her spread sheets. The former would have continuous insulation over studs – which will necessitate strapping which was not included in the capital cost; the latter is double wall insulation. Because the current studs in Town Hall are larger than normal, thicker insulation can be used more easily. Kate did an excellent job of explicating a complicated subject.

Following her presentation, she left the meeting.

**RECYCLING BUILDING MATERIALS:** Ginny noted that she has some people who would be willing to recycle some of the materials removed, such as the windows.

**UTILITIES:** The committee agreed that we need to get info soon from K & K about how utilities will be provided to each floor as it will affect the layout, and vice versa. On concept 4 we need to know how utilities affect the layout.

**COST ESTIMATION:** Chuck reminded the committee that the cost estimators need to present, along with the cost estimates, information on their methodology and what factors they used.

**STILL TO BE DONE:** Meet with the Historical Commission; Meet with Cape Light Compact, continue to work on the material for the Public Forum and the Site Plan.

Both Jim and Ginny suggested that it may be time to find someone to take the minutes because it is difficult for committee members to take notes and participate.

Respectfully submitted.

Virginia C. Jones

*Approved November 20, 2007*