

2007/12/04 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Chuck Hodgkinson, Bea Phear, Kent Healy, Ginny Jones, Kate Warner, Jim Osmundsen

STAFF LIAISON: Kathy Logue

GUESTS: Keenan & Kenny, Joe Eldrege

OPENED MEETING: 16:30

- BP: Updated selectmen of the Town Hall building committee's progress at last week's meeting (11/28/07), selectmen were in support of committee's decision process and general approach to the project.
- BP: CPC; reviewing WTTHRC historic funding application of 500K – 100k each year, some (CPC) committee members had concerns about the commitment of funding for the next five years GJ and CH will encourage CPC to come to public meeting and remind them that the town is already vetted to the proposed funding scheme.
- BP: site plan regarding trees – what needs to go and what shall we try to keep, KL still working out the numbers related to the interim of construction.
- BP: public forum – will explain how town meeting is going to work, what the committee will have in hand at the time of the vote and what the town will be asked to vote on. Also will explain the CPA funding scheme and the impact on debt service. In regards to parking, lighting and energy requirements; it is the committee's goal for the project to have the least environmental impact possible.
- Design Drawings from K&K; elevations a door (emergency exit) on the east elevation as per historic commission was voted down due to interior complications and exterior confusion. The committee requested that the south elevation window size be uniform (or at least be close) through out the current structure and the addition. This would include a down size of the stairwell windows. K&K recommended small windows for bathrooms, the committee agreed to bathroom windows for the first and second floor only.
- Floor plan: The committee requested that the 1st floor have a Men's and Ladies room, 2nd and 3rd floor could have a unisex. KW requested K&K to increase lobby area to accommodate forms, bulletin board "community center". The vault will stay in its current location if there will not be a full basement. If the plan does include a full basement then a smaller day vault will be in place on the first floor and a much larger one will be incorporated into the full basement plan.
- 2nd floor: The committee requested the meeting door be larger (double), eliminate second door opening into the stairwell.
- 3rd floor: The committee requested that a small kitchen (refrigerator, sink, counter, and microwave) be incorporated into the small conference room.

Preliminary Design Narrative (K&K)

- Page three; committee requested a double studded wall for addition and to also think about insulation either inside or outside.
- Page four; is copper required, K&K confirm what is code and K&K will discuss with building inspector (EM), K&K inquired will NSTAR determine where we're plugging in, nearest transformer or somewhere else - site plan JD. Item C – under heading Concrete will be revised such that “compacted 95% modified proctor density” will be omitted.
- Page five: K&K spec the construction of the addition to a structural steel frame, committee requested it to have the addition framed in wood provided it met with code.
- Page six & seven; 4e, 7c&d - headers should be determined by engineer.
- Page eight; D – foundation insulation, committee requested to only insulate the first floor and super seal, add damp proofing and dehumidification for the basement, and eliminate the isotherm on steep part of mansard roof.
- Page nine; flooring for entryway – committee requested tile, and everything else will be a resilient flooring to be determined later.
- Page ten; Committee requested all exterior trim shall be primed and painted on both sides prior to installation.
- Page eleven; Committee requested that item #2 domestic hot water be changed to on demand.
- Page twelve; Heating & cooling: air handling units will provide heating and ventilation to the building, a determination to use gas or oil will be made after consultation with engineer, predicting five zones. Committee requested that item #3 be revised to reflect that no electric heating units be included in the project.
- Page thirteen; Item #1 the power will be three-phase – KW will follow up with NSTAR.
- Cost estimate; whole construction package came to just under 3.7 million, +64,000 for insulation and sealing package.

Meeting adjourned at 18:50

Respectfully submitted, Jim Osmundsen

Approved 12/18/2007