

20071221—WTTOWN HALL RENOVATION COMMITTEE MEETING MINUTES

PRESENT: Kent Healy, Kate Warner, Jim Osmundsen, Virginia Jones, Chuck Hodgkinson; Kathy Logue, Staff Liaison

ALSO PRESENT FOR ALL OR PART OF THE MEETING: Glenn Hearn, Bruce MacNelly, Ben Moore

ABSENT: Bea Phear

Kent presided as Bea Phear, the Chairman, was absent. This special meeting was called to order at 1600. Bea had scheduled the meeting at the request of several members as, at the last regular meeting, Bea had been instructed to request that Keenan and Kenny draw several alternative scenarios for the stairs and we needed to review them. This was partly to address issues raised by the various architects present at the last meeting, and partly to help the committee to pick and confirm the final location. Kate provided conceptual drawings for two different versions, which she had received this afternoon by e-mail: one, as before, with the stairs in the NW corner on an E/W axis, and the other with the stairs in the second “bay” from the W, on a N/S axis, with the day vault located. Kate explained the 2 different versions, and Kathy presented the committee with a memo from Bea giving her feedback (based on an earlier version of the stair N/S plan which did not place the vault).

We agreed that there are two basic factors: the location of the stair, and the location of the vault. Together they profoundly affect the placement of every other part of the interior of the “old” section. Kent stated that we have 12-foot ceilings and can locate the stairs virtually anywhere. Others commented that this is true but in some locations and orientations they are much less “in the way.”

Ben and Bruce were asked to comment; after carefully reviewing the new plans, they both said that they prefer the E/W stairs in the NW corner although there might be reasons to locate them elsewhere.

Everyone present agreed that the central core idea does not work well for many reasons (light, ventilation, wide aisles for handicapped access, best location of all necessary functions, etc.), and that the E façade with the large “special” windows is a more attractive and viable solution than locating a “fire entrance” door on the E side.

We agreed: to place both the stairs and the day vault in the NW corner and to eliminate a designated conference room on the first floor. The private office will serve for the Exec Sec or the conference room depending upon the need. This provides the Exec Sec with necessary privacy for confidential meetings and calls while providing the staff sight lines around the room and to the entrance. If anyone aside from the Exec Sec needs to use a private space they can take the public upstairs and use the meeting room, or even to the third floor and use that conference room. This has made location of the other facets of the room much easier. Bruce sketched out some ideas and the committee MS and V to

one recommend a concept for the first floor (stairs in NW corner, vault back to back with the elevator, and a space between day vault and an area which can serve for postage, FAX and copy machine), which Kate and Kathy were to FAX to the architects tonight for their review and comment, with a brief cover letter. On the second floor the IT room will be located above the vault/mail area, and on the third floor the conference room will be located above the IT room. This solution appears to answer all the concerns that have been raised, provides spaces for mail room facilities, a space for coats, sensible ways to move easily around the interior, room for all staff, flexible spaces with movable partitions, illusional privacy, and actual privacy areas. It would allow for the additional window on the Music Street (N) side, preserve the desired E façade, and the S and W side (as well as main entrance) have never been at issue.

Kent and Kate consulted about the message received today from the structural engineer about their perceived need for 2" x 6" sister studs for every stud in the building and both agreed (as did Ben and Bruce) that this is unnecessary and undesirable. Kent commented that this building project is a renovation and thus doesn't need to meet all the code issues (for 120 mph winds) that a new building would have to meet. Kent is to communicate this ASAP to the structural engineers, and the committee is to communicate it as well to the architects and the engineers – both mechanical and structural – when they travel to Falmouth on the 27th

The meeting, in Falmouth, has been posted, all committee members except Ginny are planning to attend, and Kathy instructed them to meet in the SSA lobby at 1300 on the 27th so that she can hand out ferry vouchers. The group will return around 1700.

Meeting adjourned at 1730.

Respectfully submitted,

Virginia C. Jones

Approved 1/3/2008