

20080129 WTTT RENOVATION COMMITTEE MEETING

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

ALSO PRESENT: Kathy Logue, Staff Liaison

Bea opened the meeting at 5 pm.

MINUTES: Minutes of January 15, 2008, and January 22, 2008 were MSV with minor corrections.

UPDATES: Bea noted the following updates

1. There are no trees in the state layout so the Planning Board does not need to hold a Public Hearing; Chuck plans to meet with the PB in the near future, however, to acquaint them with the progress of the project and show them the site plan.
2. We are ascertaining whether the MV Commission will need to review the project.
3. Jim has prepared a detailed application for the Historic Commission, requesting approval for: a. the overall project, b. Solar panels to be located on the roof, c. Removal of trees. Kate mentioned that Bruce McNelly has been taking Sean Conley (Chairman of the Historic Commission) to view projects with windows, AZEC trim, and other features similar to what we have selected. The Historic Commission is expected to hold a Public Hearing.
4. Kate has prepared a detailed packet of information about the various types of solar panels, and the expected cost/benefits of different types and brands
5. Kate wishes to reopen the window selection process...we should have been given a choice of Andersen "high end windows." Bea will communicate this to K & K.
6. Furniture: WB Mason has presented a first draft of a suggested layout and will be here on Tuesday the 5th to meet with Bea, Ginny and Linda Hughes (if the latter is available).
7. Fire Proof file cabinets: K & K has emphatically stated that the 4 drawer file cabinets weight about 1000 pounds empty and must be located in the basement.
8. K & K has stated that auto cad drawings of the site plan are necessary. Considerable debate ensued about why, as 4 or 5 drawings would cost \$300 – 400 a piece. We determined that we need two types: drawings for estimates, and Auto Cad drawings for the bidding process.

9. Warrant Article: The deadline for submission is February 19th. Palmer and Dodge has drafted the article. Kathy reminded that any costs must come out of free cash until July, and not from raise and appropriate.
10. Bus issues: Chuck met with the BOS and the VTA manager Angela Gompert, to discuss relocating the buses during construction, and the driveway specs necessary for the VTA to use the site after construction is completed. Chuck had prepared a detailed analysis which he will present to the BOS for their review and decision. He ran through the analysis for the committee. The driveway specs, and the BOS decision will need to be incorporated into the site plan.
11. Site Plan: Kent presented a plan showing utility locations. Kathy is still researching and collecting some data and estimates but the site plan is essentially complete. Kent recommended, and the committee concurred after hearing his reasoning, that no sub surface drainage facilities should be located. This was MSV unanimously. Kent will recommend that every trench or pit dug during construction should be back filled with clean sand. He further recommended that all water from any pavement be routed through an oil/water separator system. The location of exterior lighting was reviewed and it was noted that motion detector sensors be located at the entrance so that the exterior lights go on for after dark meetings when the first person arrives. NB: ***this means that the lights will go on every time a bus arrives.*** The bollard lights were reviewed again – Kent and Kate are not sold on them, and we should revisit this issue. Ben Moore has the drawings for the lights built for the Library parking lot, but they are not universally liked either. Any low parking lot exterior lights will need to be adequately protected from cars (and vandals). The parking lot lights should be distributed around the parking area, various lights should be separately circuited and have switches according to function...if motion detectors or timers are used, they must be set according to a 7 day cycle and be reset seasonally.
12. Lighting interior: Some distaste was expressed for “diaphragm” lights but a simple pendant lamp “Cirrus” was chosen; this was partially because there are matching wall sconces for the stair wells and small areas.
13. Floor materials: We have samples from a sustainably harvested company in Maine. The sample preferred, Conservation Grade Birch, was not available but Kate recommends it highly and urged that 3” width of tongue and Groove be selected.
14. Bathroom fixtures: wood framed mirrors, simple hardware in durable materials.
15. ZBA: Chuck will prepare a packet and application for the ZBA. It will consist of elevations and dimensions including heights at roof top (the cupola is not considered) showing that the overall height will actually drop slightly due to the basement, and the addition is lower. He will seek approval for the exterior lighting and the site plan.

Jim Osmundsen left at 6 pm and Kate Warner left at 6:10 pm but all votes had been made.

Bea will talk to K & K tomorrow and communicate various choices and reminders about our need for further information about materials and specs, as well as interior elevation drawings to them.

The meeting was adjourned at 6: 20 pm.

Respectfully submitted

Virginia C. Jones

Approved February 5, 2008