

## 2008/6/3 WT TOWN HALL RENOVATION COMMITTEE MINUTES

**PRESENT:** Chuck Hodgkinson, Bea Phear, Kent Healy, Ginny Jones, Bruce MacNelly, Jim Osmundsen

**STAFF LIAISON:** Kathy Logue

**GUESTS:** N/A

**OPENED MEETING:** 17:00

- Minutes: 4/29, 5/13, 5/20, 5/27; First, Second, All voted in favor to accept as amended.
- Kate W: submitted a letter of resignation from the committee, Bea P will take the letter to the WTBOB and request that they send a letter of appreciation to Kate W for all her work on the project thus far. Bea P: will draft a letter from the committee extending our personal thanks and appreciation for her contributions and that she will still be available for consultation if we need assistance for issues relating to insulation and energy conservation.
- Site/CAD update: Bea P, thanks to Kent and Doug the site plan is now complete and available in CAD – excellent work.
- Ramps: committee made the decision to have the latest ramp design be added to the bid documents as an addendum. The committee voted to use the 5/28/08 ramp design which has the ramp originating from the south facing sidewalk and extending to the west egress door of the addition. A walkway will extend from the west doorway and wrap around the building to the south main entrance doorway.
- K&K will FedEx bid documents (Plans and site specs) on Monday June 9.
- K&K will attend Tuesday June 10<sup>th</sup> meeting to review bid documents. Committee will have time to review and suggest needed addendums (ramps). Clarify what K&K will be able to agree to in regard to insulation design. Kathy L, will need some guidance in terms of timing the move out of town hall into the temporary trailers.
- OPM: Bea P; stated that it was a challenge working through some of the references when it came to checking some of the larger firms because they were not individual specific. The committee unanimously voted Mike Josefek as our first choice for the position of OPM. Bea P; will follow up with Mike J to see if he would agree to an 18-22 month commitment and the budgeted project fee. Committee agreed to have Bea P offer the position to Mike J, and have an emergency meeting if he would not be able to commit to the project in effort to work out an alternate plan.

Meeting adjourned at 18:00

Respectfully submitted, Jim Osmundsen

*Approved June 17, 2008*