

Town Hall Renovation Committee
Meeting Minutes September 30, 2008 @ 5:15 PM Howes House

Present for the Committee and attending the meeting were: Bea Phear, Kent Healy, Kathy Logue, Ginny Jones, and Chuck Hodgkinson. Also attending were Ernie Mendenhall, Mike Josefek, Jim Hudson (Scanlan Project Supervisor) and Seth Adam (Scanlan Project Manager). Jim Osmundsen and Bruce MacNelly were absent.

Bea opened the meeting at 5:15 PM.

CONSTRUCTION TRAILER SITE: Mike Josefek, Jim Hudson and Seth Adam reviewed two options for locating the construction trailer. There was unanimous consent to locate the 10' X 50' trailer inside the fence, near the middle of the lot line abutting the Old Library. This will provide separation of the construction trailer from the town hall trailers. Jim will give Mike additional gate keys for the Police, Town Hall staff and any other department that may need a set. The Fire Department does not need a key. A pre-construction meeting will take place on Wed., October 8 @ 12:00 noon in the construction trailer.

GROUNDBREAKING CEREMONY: The Committee confirmed the ceremony will take place on Wednesday, October 8 @ 3:30 PM. A pile of sand will be placed in front of the building side that faces State Street near the bus driveway.

K&K PAYMENT SCHEDULE: Mike Josefek updated the Committee on K&K's request to change their payment schedule, fee structure and number of visits during the construction, post construction and turnover phases of the project. The Committee pointed out that K&K agreed to an average of three visits to the site per month when the estimated construction time was 14 to 18 months. Further discussion and a decision will be deferred until we have the contractor's construction and values schedules.

CAPE LIGHT COMPACT GRANT: A decision on whether or not it is cost effective to upgrade a few of the items outlined by Cape Light Compact -- such as doors and HVAC models (if available) -- will be deferred until we obtain more of the specifics and can perform a cost/benefit assessment.

DIRECTIONAL SIGNS: Kathy Logue will determine how to install a directional sign to the temporary town hall facilities and placed at the corner of Music and State Streets. It will have a directional arrow and say "Town Hall Business".

RAISING CAPITAL AND BONDING: Kathy Logue updated the Committee on the bonding plan in light of the current credit market turmoil. The Town's Standard & Poors (S&P) bond rating has been upgraded from AA (-) to AA. Bond Counsel advised issuing the short term bond in about two weeks. It will then be determined if one bond for \$4 million or several successive bonds in smaller amounts should be issued over the next twelve months.

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INVOICES: The following invoices were approved for payment:

Mike Hull – trailer deck:	\$ 477.00
Airport Mini-storage:	\$ 213.57
Williams Scotsman Container #1:	\$1,032.00
William Scotsman Container # 2:	\$1,032.00
William Scotsman Trailer # 1:	\$2,019.00
William Scotsman Trailer # 2:	\$2,019.00
MacDonald’s Rugs:	\$ 298.40
Kathy Logue – trash can:	\$ 15.88
Mike Josefek Sept. bill:	\$2,950.00
Cottles lumber:	\$1,940.00

MINUTES: The September 23, 2008 meeting minutes were unanimously approved as amended.

With no further business to discuss the meeting adjourned at 6:15 PM.

Respectfully submitted by Chuck Hodgkinson.

Approved October 14, 2008