

20090728 WTTOWN HALL Building Committee Minutes

Meeting at the Howes House 1715, Bea Phear presided, present: Kent Healy, Bruce MacNelly, Jim Osmundsen, Virginia Jones, Chuck Hodgkinson; Kathy Logue, Staff Liaison; Mike Josefek, OPM; Mal Jones

BOLLARDS: All agree that the bollards installed are totally unsatisfactory and are not the exterior lights selected by the committee. Mike made several recommendations for dealing with them. The committee agreed that what we need is: Short bollards (30" max), low wattage (22 W), smaller diameter, fins to direct light downward, lens which allow the light to be directed where needed rather than full range of 360 degrees. We also agreed that we need to have a sample to inspect before installing 9 of any other lights.

SCHEDULE: Furniture arrives September 1; Party is September 15; Moving of staff is September 18 and 19; The first (eastern most) trailer leaves 9/23. The western most storage container and other office trailer leave the 28th, and the second storage container moves on the 1st of October. Kathy will request that all the trailers actually moved off the site as the 23rd, and she will ask Chris Scott if they may be stored temporarily on the Grange Hall site. The committee agreed that it is Scotsmans responsibility to move all the trailers at once, and as they are unable to do so, further rent should not accrue.

Kathy has notified: Richie Olsen, Mike Hull, William Haynes, Tom Colligan and others that all water, power and sewer connections need to be disconnected between late on September 19th and early the 22nd of September. We discussed when the Old Library will be vacated for the Trust, and what repair or redecoration may be needed for any damage. Kathy indicated that some floor cosmetics may be necessary. We believe that some things may need to be stored in the Old Library (such as deaccessioned furniture) but the non profits who have been advised of the availability will be directed that anything that they are taking must be removed ASAP once staff moves into Town Hall.

TRAINING SESSION: Someone on the Town Hall staff needs to be familiar with all systems. Mike will attend the Training Session by Scanlan and Kathy volunteered to attend as well. Another staff member should be trained as should Police and Fire Department personnel. Scanlan will provide, at the end of the project, a complete book including all the equipment manuals, spec sheets, etc. plus a check list of periodic maintenance.

LANDSCAPING DESIGN AND SPECS: These have been provided to Scanlan to provide to sub contractors. The grass mix is to be Cape Cod Deluxe.

SAND DRAIN: MS and V to approve installation of a second sand drain in the Oval drive on the east, to Kent's specs, to accommodate excess drainage.

CURBS: Committee discussed whether a tarred curb on either side of the front oval would suit and the consensus was that a more substantial barrier is needed to prevent buses from straying over on to the grass. We will discuss this again later.

CONFERENCE ROOM TABLE: Carleton Sprague reports that the wood is being “conditioned” prior to construction, and he plans to have the table finished between 1 and 15 September. The wood is the elm from the tree in front; it will not be stained but will be finished with water based polyurethane varnish.

GENERATOR: Needs an annunciator (trouble light) and Mike will speak to David Steere about provision of this and installation.

PCO’s:

Committee MS and voted to approve payment of the following with the exception of #44:

35	Playground	\$ 107,600
40.	Roof sheathing and trim	5,000 (estimate)
41.	PVC (Azak) trim on ramp T & M	5,000 (estimate)
42.	Irrigation conduit	1,563
43.	Window caulking	0 -- dispute resolved
44.	Water filters if needed	4,255 -- will wait to see
45.	Solar conduit/sconce move	2,008
46.	Power connector	1,322
47.	Porch trim/ducts T & M	3,884
48.	Thresholds	1,308
49.	Remove zelcova	880
50.	Alcove shelf/backsplash T & M	925
	Stair Rail	5,000
	Basement walls/trim T & M	2,000 (estimate)
	Hand dryers	750
	Dehumidifiers	3,000 (estimate)
	Granite Steps	5,000 (estimate)

Committee MS and Voted to approve payment of the following invoices:

Scanlan	\$ 534,438.70
Briggs Engineering	453
Mike Josefek	7,250.00

Minutes of June 23, 2009 and July 7, 2009 were approved as amended.

Adjourned 1820

Respectfully submitted, Virginia Crowell Jones

Approved August 18, 2009