

Town Hall Renovation Committee
Meeting Minutes January 22, 2008 @ 5:00 PM Town Hall

Present for the Committee and attending the meeting were: Bea Phear, Kent Healy, Kathy Logue, Jim Osmundsen, Ginny Jones and Chuck Hodgkinson. Selectmen Glenn Hearn, Owner's Project Manager Jamie Doyle, John Keenan and Antonia Kenny of Keenan & Kenny architectural firm, Sean Conley, Ben Moore and Bruce MacNelly also attended. Kate Warner was absent.

Bea opened the meeting at 5:10 PM. The approval of meeting minutes was postponed to the next meeting because of the large agenda for this meeting.

John K. explained that the Committee will review the drawings as part of the final design development. The exterior elevations, floor plans, plumbing and electrical drawings were reviewed. Kent Healy also reviewed the updated site plan. Chuck H. will meet with the VTA on January 24 to work out the details for a temporary bus transfer station during construction and get the final specifications and requirements for the renovated bus transfer area. One more meeting will take place for further design approvals after which K&K will begin drafting the bid documents for review by the Committee in early February.

The following summarizes the discussion and decisions made:

1. Vault: Antonia K. explained a six-hour vault is required but they are having a difficult time obtaining the concrete requirements to meet this specification. The American Concrete Institute (ACI) has specs. for a four hour vault. She summarized they are planning a 10 inch reinforced concrete wall for the vault which should suffice. K&K will confirm the vault design will meet all requirements. The basement vault will be placed under the first floor day vault and will accept the structural loads of the day vault and building.
2. Site Plan: Kent reviewed the site plan and mentioned Schofield, Barbini & Hoehn will convert the drawings into an auto-cad format – if K&K cannot do so. The final VTA solutions will be incorporated into the site plan.
3. First Floor: K&K will confirm that all exterior doorways will meet the requirements of the American Disabilities Act (ADA) as needed. The two stair exits may have different requirements than the main entrances.
4. Communications and Electric Plugs: After discussion the Committee approved the perimeter “raceway” plugs system with minor additions. It will be designed with the wainscot on the first and second floors. This raceway will provide access for electricity, computer network, phone and cable in one box. The wainscoting will be continued in specific high visibility areas without the raceway. Wainscot with raceway will be provided in all open office exterior walls, including two walls at Conference 104 and three walls at Meeting Room 202. Wainscot without raceway will be provided at Entry 105, Hall 205, Hall 304 and the fourth wall of Meeting Room 202. The same baseboard will be provided everywhere.
5. Fire Proof Filing Cabinets: The Committee will provide the weight and load requirements for the fire proof filing cabinets in the Assessors work area. After discussion it was agreed to have a uniform load factor on all three floors that, if reasonable, is sufficient for these files. This will provide maximum long term floor space flexibility.
6. Ceilings: The Committee approved K&K's recommended ceiling panels (2' X 2' Eurostone Montreaux, by Chicago Metallic) for the hung center ceiling section that will house the duct work. The gypsum board sections will have the smooth finish as recommended.
7. Lighting: The ceiling lights will be the recommended indirect light fixtures that provide up lighting. They are 8 feet long, 7 inches wide and 1.5 inches tall. They will be suspended on cables in the gypsum board ceiling areas. The interior light switches will be the standard toggle design. All devices will be white.

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8. **Windows and Trim:** Several window samples were available for review. After much discussion about the Historic District Commission's requirements it was agreed to spec the windows as follows: Eagle, Marvin or KML brand; aluminum clad with wood interior, a maximum 7/8 inch wide mullion, single or double-hung and pre-primed. The existing exterior wood dentil will be patched and repaired as needed. AZEK material will be used for the window trim and corner board details.
9. **Entry Stairs:** The stairs will be concrete with bluestone trim. The railings will be powder-coated aluminum.
10. **Granite Foundation Blocks:** K&K will suggest using the existing granite blocks in benches for the bus and playground areas.
11. **Doors:** All of the exterior doors will be manufactured to match the existing door detail as much as possible. The main entrance will have an oversized, somewhat "majestic" door. K&K recommended a four-panel design and door manufacturer in Maine. The exterior door hardware will be Schlage "L" Series, mortise lock with an Athens style door handle. All door hardware, interior and exterior, will be oil-rubbed bronze finish.
12. **Exterior Lighting:** The square concrete bollard lighting will be used for free standing exterior lights as shown in the catalogue – "TSQ". The required exterior wall-mounted doorway lights will be down-lit. The catalogue design "WE-EF Lighting; AVA arm-mounted design will be used. The finish for these exterior lights will match the exterior hardware finish of an oil-rubbed, bronze. Doors to be locked are the main office door on each floor, IT Room and Mechanical Room. A follow up meeting will be held to review all locked doors and the key system.
13. **Cell Tower:** Glenn Hearn's request to accommodate cell phone antennae equipment in the elevator cupola was discussed. It was concluded this area does not have the space for cell phone equipment and the Committee was also concerned about the amount of basement space needed for this suggestion. The possibility of installing cell equipment disguised as a chimney was also discussed and ultimately rejected.
14. **Gutters:** The gutters and round downspouts will be aluminum, white with a smooth finish. The downspouts will be connected to a sub-surface drainage system.
15. **Plumbing:** The second floor gas-fired, on-demand hot water heater will be used for the sink in the kitchenette on the third floor.

K&K complimented the Committee and explained one more meeting such as this one will be needed before preparing the construction documents.

The Committee discussed the required permits for the project. Bea agreed to work with the Historic District Commission to schedule the required public hearing for the landscape plan and overall exterior building design recommendations. The targeted hearing date is late February.

Chuck H. will apply for the required Special Permit from the Zoning Board of Appeals. The targeted hearing date is early March.

K&K will work with the Building Inspector on all building code issues.

With no further business to discuss the meeting adjourned at 7:00 PM.

Respectfully submitted by Chuck Hodgkinson.
Approved January 29, 2008