

## 20080401 WT TOWN HALL RENOVATION COMMITTEE MEETING MINUTES

**PRESENT:** Bea Phear, Kent Healy, Chuck Hodgkinson, Ginny Jones, Kate Warner, Jim Osmundsen; Kathy Logue, Staff Liaison, Jamie Doyle, OPM, and very briefly Rez Williams

Bea opened the meeting at 1700; we adjourned at 1800.

**SITE PLAN AND LANDSCAPING:** Kathy noted briefly that she had gone around the site with Carlos Montoya who “has some good ideas.”

Jim reported on a conversation today with Alan Mulak of the Cape Light Compact; Jim will act as the conduit to K & K.

Kent and Jamie met today with Doug Hoehn to work on issues to do with the Auto Cad for the site plan.

**NEW ESTIMATE:** This is about \$80,000 higher than the previous estimate (done as about 90 % complete). The increase was broken down into metal railings for the ADA ramps, electrical panels, some fixtures, painting interior walls, labor for making sure insulation is properly installed. We noted that some of the items were already included in our estimate (hazardous material removal, etc.).

**RAMP ELEVATIONS:** According to Kent and Jamie, the ramp situation still needs to be resolved; this is an architectural problem as the ramp must be designed to adjust to the site.

**TOWN MEETING PRESENTATION:** We strategized on how to present the budget figures and decided to present the warrant article as written.

Chuck and Bea presented drafts of hand outs – designed for somewhat different purposes and including different information. We discussed what to include, and where, and the two will meet to make a final draft for one piece. Bea will get the hand outs printed.

She noted that Pat Gregory had urged a full power point presentation. We felt that would be too burdensome, particularly with a lengthy warrant of articles. Bea will make the presentation of the narrative, Chuck will present the financials and Kate will speak to energy efficiency.

**TO DO:** We must have, by Friday, monthly and annual estimates of electrical and propane gas use. K & K is coming on the 15<sup>th</sup>. Before that date Bea will, again, ask them about the heat exchanger/heat recovery system, the issue of studs on 16” or 24” centers; a positive ventilation system for the IT room, the roof double sheathing, and several other questions.

Jamie announced that he will serve as OPM through bids but will not apply for the extended job, beyond that date.

Respectfully submitted, Virginia C. Jones

*Approved 4/15/2008*