

Town Hall Renovation Committee
Meeting Minutes June 17, 2008 @ 5:00 PM Town Hall

As approved 7/1/08

Present for the Committee and attending the meeting were: Bea Phear, Kent Healy, Kathy Logue, Ginny Jones, Bruce MacNelly, Jim Osmundsen, Dick Knabel, Mike Josefek and Chuck Hodgkinson.

Bea opened the meeting at 5:00 PM.

MEETING MINUTES: The June 3 minutes were approved with minor corrections. The June 10 minutes were approved as presented.

K&K FEE: Bea will ask for more detail on K&K's estimate for preparing the ramp addendum specifications.

BID DOCUMENTS: Mike J. distributed a memo outlining his assessment of the bid drawings and documents. Overall, Mike thought they were very good and thorough. He had a small list of questions mostly dealing with ADA code and specification details. He will meet with K&K on June 18 in Falmouth to review his observations.

It was clarified that the lead paint presence report is included in the bid documents. It will not be included in the package of information that Jen will mail to all prospective bidders – as outlined in the June 10 minutes.

ADDENDA: Bea shared a list of items that will be included in the first issuance of addenda documents that will be released well before the optional site visit for prospective bidders on July 8. The key items are:

- ADA ramp design changes.
- Exhaust fan in the Information Technology (IT) room.
- Add a temporary, wireless fire alarm for use during construction.
- Add DSL service for the construction trailer and office.
- Add structural coordination specifications during construction.

A second set of addenda (if necessary) will be prepared and mailed to all prospective bidders after the July 8th site visit. The written answers to any questions will also be included in this mailing.

PLAYGROUND: Chuck H. will help determine how the Park & Recreation Committee would like to handle the current playground equipment. Does it meet code and can some of it be re-used? Is it efficient to dismantle, store and reinstall some of the equipment – versus replacing it with all new equipment? If some of it is worth saving and re-using, a storage area will need to be identified.

RESIDENT DONATIONS: Ginny shared that her family and perhaps other families may want to contribute something to the Town Hall renovation project. The Committee thanked Ginny for thinking of this and agreed to make a way to accommodate possible donations. Dick K. asked that the Committee keep a list of all resident donations so the Town may recognize their generosity.

TEMPORARY TOWN HALL FACILITIES: Kathy summarized the responses to the request for quotes for the site work that is required for setting up the temporary town hall facilities. A motion was made with gratitude, seconded and unanimously approved to recommend awarding the site work to David Merry. The award and estimate of \$7,000 will be recommended for Board of Selectmen approval at their June 18 meeting. Kathy recommended and the Committee agreed to add the installation of a temporary walkway from the Grange Hall parking lot to the town hall trailers – for staff use each day. The budget will accommodate this addition. Kathy then reminded the Committee the bids for the town hall trailers are due July 11.

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Mike J. mentioned he has started contacting potential moving companies to handle the temporary relocation to the town hall trailers, material storage and disposal systems.

CAPE LIGHT COMPACT ENERGY EFFICIENCY GRANT: Jim O. updated the Committee on his conversations with John Burns of Cape Light Compact. The Committee agreed to have a paper set of bid drawings and documents sent to Cape Light Compact through New England Repro-Graphics. Jim will coordinate this with Jen.

NEXT MEETING: Bea will inform the Committee whether or not we will meet on June 24. The posting will remain in place. Mike J. mentioned he will not be available from June 30 – July 4 but will be reachable by phone.

With no further business to discuss the meeting adjourned at 6:05 PM.

Respectfully submitted by Chuck Hodgkinson.