

Town Hall Renovation Committee
Meeting Minutes July 1, 2008 @ 5:00 PM Town Hall

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

Bea opened the meeting at 5:00 PM.

SITE WALK: The Committee walked the site as Kent explained where the trench for the water, utilities and septic lines for the temporary town hall facilities will be placed. Kathy will inform the Preservation Trust (PT) that a section of the chain link fence will be removed toward the back of the lot. After construction project, the PT is planning to replace the entire chain link fence that runs along our common lot line that abuts the Grange Hall with a picket fence. The basketball court will also be removed. This work will begin the week of July 7.

MEETING MINUTES: The June 17 minutes were approved as presented.

BID DOCUMENTS: The site walk for potential bidders will be July 8 @ 11:00 am.

ADDENDA: Bea shared an updated list of items that will be included in the first issuance of addenda documents. The items are:

- ADA ramp design changes. The decorative railing will only be used on the level sections as recommended by K&K.
- 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.
- Run solar conduit to the attic.
- Eliminate the fence specifications from the bid documents. These specs will be saved for the locally executed landscape plan.
- Eliminate the video. Comcast will still wire the conference room for communications.
- Change the water cooler location – more separation from an exit door.
- Change the stair tread nose design and stairwell handrails to comply with ADA specifications.
- Increase the depth of the elevator pit to five feet.
- Leave the crushed stone under the footings as per K&K's direction.
- Kent confirmed the sewer line depth is sufficient.
- The day vault door specifications will be upgraded to comply with ADA specifications – if required by code. K&K will determine the need for this change.
- The current front door specifications will be left in the bid documents.

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. reported that Bruce Keep recommended disposing all of the current playground equipment and replacing it with a complete new set of equipment that meets code requirements.

CAPE LIGHT COMPACT ENERGY EFFICIENCY GRANT: Bea will confirm whether or not a set of bid documents were sent to Cape Light Compact as requested by Jim O.

NEXT MEETING: Bea will inform the Committee whether or not we will meet on July 8. The posting will remain in place. With no further business to discuss the meeting adjourned at 6:00 PM.

Respectfully submitted by Chuck Hodgkinson.

Approved July 15, 2008