

Town Hall Renovation Committee  
Meeting Minutes November 20, 2008 @ 5:15 PM Howes House

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

Kent opened the meeting at 5:15 PM.

NOVEMBER 19 CONSTRUCTION MEETING: Kent, Jim and Chuck summarized the key discussions from the 11/19 construction meeting among Scanlan, Mike Josefek and the architect K&K as follows:

- Brite Lite (electrical subcontractor) will have initial design in a month. Town should expect an invoice from NStar.
- Entry-way concrete slab will be reinforced and secured with dowels – not in plans. No incremental cost.
- The building will be “re-settled” on November 24—17 days ahead of the Dec. 12 schedule. Framing will start before the Dec.12 scheduled date.
- Vault will be poured the first week of Dec.
- K&K said we need to relocate the copier that is near the day vault on the first floor. The 3’ 6” wide vault door will block the copier when opened.
- Field measurements will be taken of the floor space and column locations once the final details are determined. This will be done for furniture layouts and clearances on the floors.
- Jim Hudson will meet with Ernie to work out the details and requirements for installing a 1,000 gallon, buried propane tank.
- Solar panel roof mounting system. The solar panel anchoring system recommended by Kate W. was approved. A final plan and change order will be prepared for the Committee’s consideration.
- K&K will have an electrical design proposal with fee prepared for the Committee’s consideration. It will be for the electrical changes outlined in the brief needed to accommodate the auxiliary generator.

LANDSCAPE PLAN: Kathy had a preliminary discussion with Carlos Montoya about preparing a landscape plan. It will include suggestions on how to re-use the granite foundation blocks.

INVOICES: The Committee unanimously approved the following invoices:

- \$560.00: William Scotsman – temporary office trailers.
- \$6,023.10: K&K fee for November services—to be paid at the end of the billing period.
- \$1,081: Scanlan change order to upgrade lighting to Cape Light Compact grant specifications.
- \$1,133: Scanlan change order to upgrade HVAC coils to Cape Light Compact grant specifications.

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MINUTES: The 10/28/08 minutes were unanimously approved as revised. The 11/5/08 minutes were unanimously approved as presented.

NEXT MEETING: No meeting 11/25. Next meeting: 12/2 @ 5:15 PM Howes House.

With no further business to discuss the meeting adjourned at 5:40 PM.

Respectfully submitted by Chuck Hodgkinson.

*Approved December 2, 2008*