

Meeting Minutes

Project: Enfield Library

Meeting Number: 1

Date: 4/14/08

Location: Whitney Hall

NEXT MEETING SCHEDULED: 4/22/08 at 2:00 PM and 5/20/08 at 6 PM

Present:

Chris Lizotte (SMP)

Judy Kmon (Library)

Steve Schneider (Enfield)

Francine Lozeau (Library)

Bart Thurber (Library)

Daniel Kiley (Enfield)

Marjorie Carr (Library)

Shirely (Enfield)

Phil Cronenwett (Fundraising) *in part*

New Business:

Action:

1.1 Chris presented three site layout options. Site A is the original design. Site B moved the library to avoid the sewer line. Site C moved the library to leave the existing parking area mostly intact. Site A was chosen. Steve indicated that tax increment financing (TIF) money would be available for the parking lot since it would be a municipal lot and not just for the library.

1.2 The new State Shoreland Act was reviewed. Steve indicated that the Town would pursue an exemption. SMP was instructed to continue the planning process based on this.

SMP

1.3 Chris presented two survey proposals. Steve indicated that he would like to solicit proposals from some local surveyors as well. Chris will forward the surveyor RFP.

SMP

1.4 Chris was asked to solicit boring proposals.

SMP

1.5 Chris reviewed the process of designing and building a LEED (Leadership in Energy and Environmental Design) project. The group decided to review the LEED list and select which ones made sense to follow but the actual paperwork and certification process would not be completed. Chris will bring a green list next time.

SMP

1.6 Chris was asked to locate the basement at one end of the building toward the river to allow for high windows as the grade slopes down.

SMP

1.7 Project delivery method was discussed. Chris indicated that since the building would not be built for another two years or so that general contractors might not bid the project. This will be reviewed at a later date.

1.8 Chris has sent a draft AIA contract to Steve for review. SMP will continue to work to keep the project on schedule.

Team

Old Business:

Action:

END OF MINUTES

Please forward corrections and additions to our office. Distribution: Attendees, Design Team
CJL: ms