

**Meeting Minutes**

Project: Enfield Library  
Meeting Number: 6 & 7  
Date: 6/17/08 & 7/14/08  
Location: Library

**NEXT MEETINGS SCHEDULED:** 8/05/08 at 2:30 PM at Whitney Hall  
8/11/08 at 6:00 PM at Whitney Hall  
8/19/08 at 2:30 PM at Whitney Hall  
9/08/08 at 6:00 PM at Whitney Hall

Present:

Chris Lizotte (SMP)	Judy Kmon (Library)
Eric Palson (SMP) <i>not present</i>	Francine Lozeau (Library)
Steve Schneider (Enfield) <i>not present</i>	Daniel Kiley (Enfield)
Bart Thurber (Library)	Shirely Green (Enfield)
Marjorie Carr (Library)	Mark Johnson (Fundraising)
Phil Cronenwett (Fundraising) <i>not present</i>	William Nartowicz (SMP) <i>not present</i>
Greg Smith (Bauen)	

**Old Business:**

**Action:**

- |      |  |                |
|------|--|----------------|
| 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. (5-6-08: Pending) (5-20-08: Pending.) (6-17-08: List was reviewed. Pending progress drawing review and cost feedback.) (7-14-08: Pending.) | <b>TEAM</b>    |
| 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. (5-6-08: Pending) (5-20-08: Pending.) (6-03-08: Selectmen approved CM approach. SMP to arrange dates.) (7-14-08: CMs were interviewed on June 24 <sup>th</sup> . Bauen was selected.) CLOSED  | <b>SMP</b>     |
| 1.8  | Chris has sent a draft AIA contract to Steve for review. SMP will continue to work to keep the project on schedule. (5-6-08: SMP has reviewed and responded to the attorney's comments. Waiting for final OK. Note that SMP can not have consulting engineers start work without a signed contract.) (5-20-08: Pending.) (7-14-08: All set.) CLOSED  | <b>Team</b>    |
| 2.14 | There might need to be some display cabinets on the main or upper floors. (5-6-08: Pending.) (5-20-08: Pending.) (7-14-08: Pending.)   | <b>Library</b> |
| 3.7  | Marjorie asked if plumbing rough-in should be provided for the future meeting room, kitchenette in the basement. (5-20-08: Pending.) (6-03-08: Basement plan reviewed.) (7-14-08: See basement notes below.) CLOSED  | <b>SMP</b>     |

- 3.9 WIFI will be provided in the building. (5-20-08: Pending.) (7-14-08: Pending.) **SMP**
- 3.10 Marjorie provided two comment sheets and current collection numbers (attached). (5-20-08: Pending.) (6-03-08: Marjorie will review the YA collection.) (7-14-08: Pending.) **SMP**
- 4.1 The plans were reviewed with Mark for fundraising purposes. Donor recognition areas need to be identified and shown on a plan rendering. 3D views were discussed; 2 interior, 1 at history room, 1 exterior showing the building and river. Mark said drawings would be needed by July. (6-03-08: Pending.) (7-14-08: Five drawings were reviewed at the meetings. Chris provided a CD with drawing files.) **CLOSED SMP**
- 4.3 Video camera locations were discussed for security purposes. (6-03-08: Pending.) (7-14-08: Pending.)
- 4.5 SMP will provide a site sign layout for review. (6-03-08: Done. Waiting for any comments.) (7-14-08: Pending.) **SMP**
- 5.1 Provide some 24" deep shelves for map files in the vault. Provide a table in the vault. (6-17-08: Pending.) **SMP**
- 5.2 Cost estimate to include option for ceiling mounted projector and roll down screen in history room. SMP to show on plans. (6-17-08: Pending.) **SMP**
- 5.3 Provide transoms over door to deck and make windows as tall as possible to gain daylight. Windows will be operable. (6-17-08: Done.) **CLOSED SMP**
- 5.4 Cost estimate to include option for screen porch. Library will have to have a policy regarding the use of the deck and screen porch. (6-17-08: Porch shown.) **CLOSED SMP Library**
- 5.5 Provide staff shelving/cubbies in tech services room. (6-17-08: Pending.) **SMP**
- 5.6 Show one table and all chairs on floor plan and one table and chairs folded and in storage to indicate adequate space in story area. (6-17-08: Done.) **CLOSED SMP**
- 5.7 Provide drinking fountain on second floor. (6-17-08: Done.) **CLOSED SMP**
- 5.8 Provide shelving for reserved books by circulation desk at second floor. (6-17-08: Done.) **CLOSED SMP**
- 5.9 A kitchen pass-thru could be provided at the history room. (6-17-08: The group does not want this.) **CLOSED Library**
- 5.10 Chris asked if survey was complete. Steve indicated it was and that we could contact surveyor and request electronic copy/hardcopy. (6-17-08: Done.) **CLOSED SMP**

**New Business:**

**Action:**

- 7.1 Meeting schedule was discussed. See top of minutes. **TEAM**
- 7.2 The geotechnical report was reviewed. Approx. 9' of poor soils will have to be removed and replaced to support the building. Due to this it might make sense to install a full basement. Bauen will price both options. **BAUEN**
- 7.3 The site has some wetlands where the parking extension is planned. It is not high value wetlands however. Since the site currently has a large paved area and no run-off treatment, and the new parking will treat the run-off, the civil engineer recommends that we file for a fill permit with DES.
- 7.4 The site is currently broken into three parcels, all Town owned. Once the land behind the telephone company is obtained then the annexation process should merge all three into one. **Civil**
- 7.5 We will modify the history room to include a closet/alcove to hide the microfiche area. **SMP**
- 7.6 SMP will look into the self-cleaning glass option for the windows. **SMP**
- 7.7 The railing detail at the floor opening will have two rails for added height. **SMP**
- 7.8 Two restrooms were added in the basement. The code requires 5 WCs for this building size. These can be staff or public.
- 7.9 Francine asked about a metal roof on the tower. Bauen can price this option. **BAUEN**
- 7.10 The group would like Steve to talk to Don Crate about local contractors who could work on the project. Bauen would then contact them. **Steve  
BAUEN**

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