

Meeting Minutes

Project: Enfield Library

Meeting Number: 8

Date: 8/05/08

Location: Town Office Meeting Room

NEXT MEETINGS SCHEDULED: 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)

William Nartowicz (SMP)

Eric Palson (SMP) *not present*

Steve Schneider (Enfield)

Bart Thurber (Library) *not present*

Marjorie Carr (Library)

Phil Cronenwett (Fundraising) *not present*

Judy Kmon (Library)

Francine Lozeau (Library) *not present*

Daniel Kiley (Enfield) *not present*

Ken Daniels (Enfield)

Shirely Green (Enfield) *not present*

Mark Johnson (Fundraising) *not present*

Andre Kloetz (Bauen)

Greg Smith (Bauen)

Stephen Richard (Steffensen Engineering)

Tim Golde (Golde Planning and Design Inc.)

Mark Vincello (WV Engineering Associates)

Chris Kessler (Pellettieri Associates Inc.)

Greg Grigsby (Pellettieri Associates Inc.)

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.) (8-05-08: Pending.) **TEAM**
- 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.) (8-05-08: Pending.) **Library**
- 3.9 WIFI will be provided in the building. (5-20-08: Pending.) (7-14-08: Pending.) (8-05-08: 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.) (8-05-08: Pending.) **SMP**
- 4.3 Video camera locations were discussed for security purposes. (6-03-08: Pending.) (7-14-08: Pending.) (8-05-08: Pending.)
- 4.5 SMP will provide a site sign layout for review. (6-03-08: Done. Waiting for any comments.) (7-14-08: Pending.) (8-05-08: Pending.) **SMP**
- 5.1 Provide some 24" deep shelves for map files in the vault. **SMP**

- Provide a table in the vault. (6-17-08: Pending.) (8-05-08: Pending.)
- 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.) (8-05-08: Pending.) **SMP**
- 5.5 Provide staff shelving/cubbies in tech services room. (6-17-08: Pending.) Done. Waiting for any comments. (8-05-08: Pending.) **SMP**
- 7.1 Meeting schedule was discussed. See top of minutes. (7-14-08: Done.) CLOSED **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. (8-05-08: Pending.) **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. (8-05-08: Pending.)
- 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. (8-05-08: Pending.) **CIVIL**
- 7.5 We will modify the history room to include a closet/alcove to hide the microfiche area. (8-05-08: Pending.) **SMP**
- 7.6 SMP will look into the self-cleaning glass option for the windows. (8-05-08: Pending.) **SMP**
- 7.7 The railing detail at the floor opening will have two rails for added height. (8-05-08: Pending.) **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. Done. Waiting for any comments. (8-05-08: Pending.) **SMP**
- 7.9 Francine asked about a metal roof on the tower. Bauen can price this option. (8-05-08: Pending.) **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. (8-05-08: Pending.) **Steve
BAUEN**
- New Business:** **Action:**
- 8.1 Civil plan reviewed, locations of: Buried utility lines, basins, overflow drains, buried 2,000 gallon reclamation tank (optional locations proposed), slope of parking and curbing locations identified. 3 phase power will be brought to the site from, Route 4. Initially National Grid said they would install for free. Andre to verify, WV as well. **BAUEN
WV**

- 8.2** Wetland area to be filled A location for disposal of soil from excavation proposed and town said it has locations available.
- 8.3** Wetland permits are in process (by Tim Golde) and town stated it is applying for an “Urban exemption” of a larger area that encompasses proposed site. (CSPA) **Steve CIVIL**
- 8.4** Landscape designs proposed, 3 schemes presented, final review and decision to be at Aug 11th meeting. 3 trees located around parking lot were identified as undesired due to existing transformers and snow removal areas.
- 8.5** Site lighting discussed and location of poles to be determined. Fixtures to closely match what now exists on main street and be cut off fixtures. Town disclosed that the cost of site and parking lighting would come from T.I.F funds and project estimate to reflect this. **WV BAUEN**
- 8.6** Tim to provide site plan with proposed property lines indicated. **CIVIL**
- 8.7** Ken will provide hydrant flow test so sprinkler system can be designed. **TOWN**
- 8.8** Ken provided sewer plans for Tim’s review **TOWN**
- 8.9** Ten Minute parking proposed, located at spaces between library and Whitney hall, signage to be located. **SMP**
- 8.10** Radon system proposed.
- 8.11** Retaining wall design for the foundation vs. a non retaining wall design discussed. Bauen indicated in an email the next day that the retaining wall design is the way to proceed. **(8-05-08: Done.) CLOSED** **STRUCT BAUEN**
- 8.12** South side bay foundation to be a frost wall, SMP to show on plans. **SMP**
- 8.13** Precast footings for porch posts to be used in place of poured sono-tubes Information/configuration(s) of available product(s) for both architectural and structural review to be researched. **BAUEN**
- 8.14** Structural columns to be used at porch. Steel columns to be cased in architectural wrap at interior, 2 locations. Columns at screen porch to be a structural post with an architectural wrap. **(8-05-08: Done.) CLOSED** **STRUCT SMP**
- 8.15** Vault ceiling construction discussed. Further review of this area is needed. Cost of building a concrete roof to be discussed at Aug. 11th meeting **SMP**
- 8.16** Mechanical systems proposed as either gas furnaces or a geo thermal heat pump system. Both would be a zoned system with units being located in the basement and in the attic. Gas system would also need condensers located outside the building. Geothermal would lower electric rates from power company.

- 8.17** Detail of attic ducts and insulation needs to be produced and sent to Bauen so installation can be estimated. **SMP**
- 8.18** Fire detection system for Vault discussed with wet and dry system proposed. Decision to be made Aug 11th meeting. **SMP**
- 8.19** Security system layout proposed

END OF MINUTES

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