

Meeting Minutes

Project: Enfield Library

Meeting Number: 9

Date: 8/11/08

Location: Town Office Meeting Room

**NEXT MEETINGS SCHEDULED: 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) *not present*

Bart Thurber (Library)

Marjorie Carr (Library)

Phil Cronenwett (Fundraising)

Judy Kmon (Library)

Francine Lozeau (Library) *not present*

Daniel Kiley (Enfield)

Ken Daniels (Enfield) *not present*

Shirely Green (Enfield)

Mark Johnson (Fundraising)

Andre Kloetz (Bauen)

Greg Smith (Bauen) *not present*

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.) (8-11-08: 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.) (8-11-08: Pending.) **Library**
- 3.9 WIFI will be provided in the building. (5-20-08: Pending.) (7-14-08: Pending.) (8-05-08: Pending.) (8-11-08: WV will plan for this.) CLOSED **SMP
WV**
- 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.) (8-11-08: Chris handed Marjorie plans showing updated furniture layout and an updated book count for her review.) **SMP**
- 4.3 Video camera locations were discussed for security purposes. (6-03-08: Pending.) (7-14-08: Pending.) (8-05-08: Pending.) (8-11-08: Locations of cameras determined as, one in each stairway, and one at each circulation desk. This for security and surveillance access from circulation desks. Motion sensors are also to be used in place of door contacts. WV will plan for this.) CLOSED **SMP
WV**

- 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.) (8-11-08: Done.) CLOSED **SMP**
- 5.1 Provide some 24" deep shelves for map files in the vault. Provide a table in the vault. (6-17-08: Pending.) (8-05-08: Pending.) (8-11-08: 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.) (8-05-08: Pending.) (8-11-08: Pending.) **SMP**
BAUEN
- 5.5 Provide staff shelving/cubbies in tech services room. (6-17-08: Pending.) Done. Waiting for any comments. (8-05-08: Pending.) (8-11-08: Pending.) **SMP**
- 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. (8-11-08: The cost to add full basement was about & 63,000. The Group agreed to include this.) CLOSED **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.) (8-11-08: We will proceed with this.) CLOSED
- 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.) (8-11-08: Pending.) **CIVIL**
- 7.5 We will modify the history room to include a closet/alcove to hide the microfiche area. (8-05-08: Pending.) (8-11-08: Pending.) **SMP**
- 7.6 SMP will look into the self-cleaning glass option for the windows. (8-05-08: Pending.) (8-11-08: This is included in Eagle windows (base price) that are shown on the drawings.) **SMP**
- 7.7 The railing detail at the floor opening will have two rails for added height. (8-05-08: Pending.) (8-11-08: 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.) CLOSED **SMP**
- 7.9 Francine asked about a metal roof on the tower. Bauen can price this option. (8-05-08: Pending.) Bauen priced roof options, committee to decide on option based on cost (8-11-08: Not included in our price.) CLOSED **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.)**
(8-11-08: Bauen to contact Don directly and locate any local contractors.) **Steve BAUEN**
- 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. **(8-11-08: Pending.)** **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. **(8-11-08: Andre stated about 3,800 yards of fill will have to be relocated during construction.)** **TOWN**
- 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) **(8-11-08: Pending.)** **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. **(8-05-08: Pending.)**
(8-11-08: Chris reviewed landscape plans with committee and identified pros and cons of each version including trees to be removed and areas where benches and plantings are preferred. Library budget is to be based on base landscaping only, final landscape plan shown in CD to include only site work needed for parking lot and building. A separate full landscape plan that includes benches, trees, plantings, and pathways is to be provided to the committee and used for fundraising. Bart stated that the proposed pathway around building could be funded from a grant from the department of transportation.) **SMP**
- 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 separate funds and project estimate to reflect this. **(8-11-08: Pending.)** **WV BAUEN**
- 8.6** Tim to provide site plan with proposed property lines indicated. **(8-11-08: Done.)**
(8-11-08: SMP reviewed updated schematic civil plan with added property line, town to take proposed lot line to FairPoint communications for approval.) **TOWN**
- 8.7** Ken will provide hydrant flow test so sprinkler system can be designed. **(8-11-08: Pending.)** **TOWN**
- 8.8** Ken provided sewer plans for Tim’s review. Done. CLOSED **TOWN**
- 8.9** Ten Minute parking proposed, located at spaces between library and Whitney hall, signage to be located. **(8-11-08: Pending.)** **SMP**
- 8.10** Radon system proposed. **(8-11-08: WV will show on plans.)** CLOSED **WV**

- 8.12** South side bay foundation to be a frost wall, SMP to show on plans. **SMP**
(**8-11-08:** Done.) CLOSED
- 8.13** Precast footings for porch posts to be used in place of poured sono-tubes **BAUEN**
Information/configuration(s) of available product(s) for both architectural and **SMP**
structural review to be researched. (**8-11-08:** Pending.)
- 8.15** Vault ceiling construction discussed. Further review of this area is needed. Cost of **SMP**
building a concrete roof to be discussed at Aug. 11th meeting. (**8-11-08:** Bauen and **BAUEN**
SMP discussed vault options; state recommends a 2 hr fire rating in vault, a concrete
roof was proposed as most failsafe option. Both concrete roof and conventional roof
options to be detailed and priced by Bauen for Sept 8th meeting.)
- 8.16** Mechanical systems proposed as either gas furnaces or a geo thermal heat pump **SMP**
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 qualify for lower electric rates from power company. (**8-05-08:**
Pending.) (**8-11-08:** SMP reviewed both systems; Geo thermal identified as best
system to get funded and to make building green. Both systems will be priced.)
CLOSED
- 8.17** Detail of attic ducts and insulation needs to be produced and sent to Bauen so **SMP**
installation can be estimated. (**8-11-08:** Pending.)
- 8.18** Fire detection system for Vault discussed with wet and dry system proposed. **SMP**
Decision to be made Aug 11th meeting. (**8-11-08:** A pre action system was
proposed, where: a sprinkler head is located in the vault but is a dry line, and a
smoke detector is supplied in the vault, and both smoke and heat have to happen for
the sprinkler head to activate. This system determined as the safest method to
protect items stored inside the vault.) CLOSED
- 8.19** Security system layout proposed. See item 4.3 (**8-11-08:** Done.) CLOSED
- New Business:** **Action:**
- 9.1** SMP to create and provide list of “green” elements of building design that can be **SMP**
used for fundraising purposes.
- 9.2** “Martins Mechanical” identified as possible solar contractor. SMP to contact about **SMP**
Solar photovoltaic array for library.
- 9.3** Bauen released preliminary cost estimate of building. This estimate included hard
and soft numbers. Variable numbers are to be tightened up, operating costs are to be
included, and estimate to be further broken down for Sept. 8th meeting. After Sept.
8th all items on estimate to be reviewed by town and determined if town/state/grant
funds are available for any items on estimate. After Sept. 8th items are also to be
identified by town that could be added later or omitted if necessary. Construction

inflation is running 8-20% or more depending on trade/materials.

END OF MINUTES

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