

**Meeting Minutes**

Project: Enfield Library

Meeting Number: 10

Date: 8/19/08

Location: Town Office Meeting Room

**NEXT MEETINGS SCHEDULED: 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) *not present*

Shirely Green (Enfield) *not present*

Mark Johnson (Fundraising) *not present*

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.) (8-19-08: 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.) (8-19-08: Marjorie thinks 1 or 2 displays would be adequate, these will be incorporated into the design. One existing display might be reused, Town to measure it so it can be incorporated into design.)**

**Library  
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.) (8-11-08: Chris handed Marjorie plans showing updated furniture layout and an updated book count for her review.) (8-19-08: 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.) (8-19-08: SMP to provide space in design of vault. Old shelving units to be reused and relocated in basement. CLOSED)**

**SMP**

**5.2** Cost estimate to include option for ceiling mounted projector and roll down screen in

**SMP  
BAUEN**

- history room. SMP to show on plans. (6-17-08: Pending.) (8-05-08: Pending.) (8-11-08: Pending.) (8-19-08: SMP to add to plans. CLOSED.)
- 5.5 Provide staff shelving/cubbies in tech services room. (6-17-08: Pending.) Done. SMP  
Waiting for any comments. (8-05-08: Pending.) (8-11-08: Pending.) (8-19-08:  
Will be designed after Sept. 8<sup>th</sup> meeting. Pending.)
- 7.4 The site is currently broken into three parcels, all Town owned. Once the land CIVIL  
behind the telephone company is obtained then the annexation process should merge  
all three into one. (8-05-08: Pending.) (8-11-08: Pending.) (8-19-08: Pending.)
- 7.5 We will modify the history room to include a closet/alcove to hide the microfiche SMP  
area. (8-05-08: Pending.) (8-11-08: Pending.) (8-19-08: Pending.)
- 7.6 SMP will look into the self-cleaning glass option for the windows. (8-05-08: SMP  
Pending.) (8-11-08: This is included in Eagle windows (base price) that are shown  
on the drawings.) (8-19-08: SMP to provide brochure and literature. CLOSED.)
- 7.7 The railing detail at the floor opening will have two rails for added height. (8-05-08: SMP  
Pending.) (8-11-08: Pending.) (8-19-08: SMP to provide mock up drawing for  
Sept. 8<sup>th</sup> meeting. Pending.)
- 7.10 The group would like Steve to talk to Don Crate about local contractors who could Steve  
work on the project. Bauen would then contact them. (8-05-08: Pending.) BAUEN  
(8-19-08: Steve will generate list for Andre. Pending.)
- 8.1 Civil plan reviewed, locations of: Buried utility lines, basins, overflow drains, buried BAUEN  
2,000 gallon reclamation tank (optional locations proposed), slope of parking and WV  
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.) (8-19-08: Updated civil & landscape plans given to Andre.  
Pending.)
- 8.2 Wetland area to be filled, a location for disposal of soil from excavation proposed TOWN  
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.) (8-19-08: Steve located site  
for fill relocation as DPW location and will give location to Andre. Pending.)
- 8.3 Wetland permits are in process (by Tim Golde) and town stated it is applying for an Steve  
“Urban exemption” of a larger area that encompasses proposed site. (CSPA) CIVIL  
(8-11-08: Pending.) (8-19-08: CLOSED.)
- 8.4 Landscape designs proposed, 3 schemes presented, final review and decision to be at SMP  
Aug 11<sup>th</sup> 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.) **(8-19-08:** Landscape plans have been modified and will be reviewed at Sept. 8<sup>th</sup> meeting. Will be shown on estimate as separate line item. Pending.)

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|-------------|---|----------------------|
| <b>8.5</b>  | 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. <b>(8-11-08:</b> Pending.) <b>(8-19-08:</b> Lighting fixtures to be selected. Will be shown on estimate as separate line item. Pending.)   | <b>WV<br/>BAUEN</b>  |
| <b>8.6</b>  | Tim to provide site plan with proposed property lines indicated. <b>(8-11-08:</b> Done.) <b>(8-11-08:</b> SMP reviewed updated schematic civil plan with added property line, town to take proposed lot line to FairPoint communications for approval.) <b>(8-19-08:</b> Pending.)  | <b>TOWN</b>          |
| <b>8.7</b>  | Ken will provide hydrant flow test so sprinkler system can be designed. <b>(8-11-08:</b> Pending.) <b>(8-19-08:</b> Pending.)   | <b>TOWN</b>          |
| <b>8.9</b>  | Ten Minute parking proposed, located at spaces between library and Whitney hall, signage to be located. <b>(8-11-08:</b> Pending.) <b>(8-19-08:</b> Pending.)   | <b>SMP</b>           |
| <b>8.13</b> | 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. <b>(8-11-08:</b> Pending.) <b>(8-19-08:</b> Will be done for Sept. 8 <sup>th</sup> meeting. Pending.)   | <b>BAUEN<br/>SMP</b> |
| <b>8.15</b> | Vault ceiling construction discussed. Further review of this area is needed. Cost of building a concrete roof to be discussed at Aug. 11 <sup>th</sup> meeting. <b>(8-11-08:</b> Bauen and 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 8 <sup>th</sup> meeting.) <b>(8-19-08:</b> Will be done for Sept. 8 <sup>th</sup> meeting. Pending.) | <b>SMP<br/>BAUEN</b> |
| <b>8.17</b> | Detail of attic ducts and insulation needs to be produced and sent to Bauen so installation can be estimated. <b>(8-11-08:</b> Pending.) <b>(8-19-08:</b> Will be done for Sept. 8 <sup>th</sup> meeting. Pending.)   | <b>SMP</b>           |
| <b>9.1</b>  | SMP to create and provide list of “green” elements of building design that can be used for fundraising purposes. <b>(8-19-08:</b> Chris stated he will clean up the list for fundraising purposes and distribute on Sept. 8th meeting. Pending.)  | <b>SMP</b>           |
| <b>9.2</b>  | “Martins Mechanical” identified as possible solar contractor. SMP to contact about Solar photovoltaic array for library. <b>(8-19-08:</b> Pending.)   | <b>SMP</b>           |

- 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. 8<sup>th</sup> meeting. After Sept. 8<sup>th</sup> 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. 8<sup>th</sup> 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.  
**(8-19-08: Pending.)**

**New Business:**

**Action:**

- 10.1** New meeting scheduled for after Sept. 8<sup>th</sup> meeting. Date set for 09.16.08 at 2:30 PM at Whitney Hall.

- 10.2** Shaker hill granite donation? Committee will inquire.

**TOWN**

**END OF MINUTES**

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