

**Meeting Minutes**

Project: Enfield Library

Meeting Number: 11

Date: 9/08/08

Location: Town Office Meeting Room

**NEXT MEETINGS SCHEDULED: 9/16/08 at 2:30 PM at Whitney Hall**

**Present:**

Chris Lizotte (SMP)

William Nartowicz (SMP)

Eric Palson (SMP) *not present*

Steve Schneider (Enfield)

Bart Thurber (Library)

Marjorie Carr (Library)

Phil Cronenwett (Fundraising) *not present*

Judy Kmon (Library) *not present*

Francine Lozeau (Library)

Daniel Kiley (Enfield) *not present*

Ken Daniels (Enfield) *not present*

Shirely Green (Enfield)

Mark Johnson (Fundraising) *not present*

Andre Kloetz (Bauen)

Greg Smith (Bauen) *not present*

Jen Seiler-Clough (Fundraising)

Bo Peterson (Engineer)

Wendell Smith (Enfield Energy Committee)

Mark Vincello (WV Engineering)

**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.) (9-08-08: 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.) (9-08-08: Pending.)**

**Library  
SMP**

**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.) (8-19-08: Will be designed after Sept. 8<sup>th</sup> meeting. Pending.) (9-08-08: Pending.)**

**SMP**

**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.) (8-19-08: Pending.) (9-08-08: 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.) (8-19-08: Pending.)**

**SMP**

(9-08-08: Pending.)

- 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.) (8-19-08: SMP to provide brochure and literature. CLOSED.) (9-08-08: Will be done for 9-16-08 meeting.) **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.) (8-19-08: SMP to provide mock up drawing for Sept. 8<sup>th</sup> meeting. Pending.) (9-08-08: Mock up provided and it was decided that the rail height will be determined by code. CLOSED) **SMP**
- 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.) (8-19-08: Steve will generate list for Andre. Pending.) (9-08-08: Pending.) **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.) (8-19-08: Updated civil & landscape plans given to Andre. Pending.) (9-08-08: 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.) (8-19-08: Steve located site for fill relocation as DPW location and will give location to Andre. Pending.) (9-08-08: Pending.) **TOWN**
- 8.4** Landscape designs proposed, 3 schemes presented, final review and decision to be at 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.) (9-08-08: Allowance has been carried for landscaping in preliminary estimate CLOSED.) **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.) (8-19-08: Lighting fixtures to be **WV BAUEN**

- selected. Will be shown on estimate as separate line item. Pending.)  
(9-08-08: Pending.)
- 8.6** Tim to provide site plan with proposed property lines indicated. (8-11-08: Done.) **TOWN**  
(8-11-08: SMP reviewed updated schematic civil plan with added property line,  
town to take proposed lot line to FairPoint communications for approval.)  
(8-19-08: Pending.) (9-08-08: Pending.)
- 8.7** Ken will provide hydrant flow test so sprinkler system can be designed. **TOWN**  
(8-11-08: Pending.) (8-19-08: Pending.) (9-08-08: Pending.)
- 8.9** Ten Minute parking proposed, located at spaces between library and Whitney hall, **SMP**  
signage to be located. (8-11-08: Pending.) (8-19-08: Pending.)  
(9-08-08: Pending.)
- 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.) (8-19-08: Will be done for  
Sept. 8<sup>th</sup> meeting. Pending.) (9-08-08: 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. 11<sup>th</sup> 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 8<sup>th</sup> meeting.) (8-19-08: Will be  
done for Sept. 8<sup>th</sup> meeting. Pending.) (9-08-08: current estimate includes concrete  
roof option. 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.) (8-19-08: Will be done for Sept.  
8<sup>th</sup> meeting. Pending.) (9-08-08: Detail was created and sent to Bauen CLOSED.)
- 9.1** SMP to create and provide list of “green” elements of building design that can be **SMP**  
used for fundraising purposes. (8-19-08: Chris stated he will clean up the list for  
fundraising purposes and distribute on Sept. 8th meeting. Pending.)  
(9-08-08: Will be done for 9-16-08 meeting. Pending.)
- 9.2** “Martins Mechanical” identified as possible solar contractor. SMP to contact about **SMP**  
Solar photovoltaic array for library. (8-19-08: Pending.) (9-08-08: Pending.)
- 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.) (9-08-08: CLOSED.)

**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. (**9-08-08: CLOSED.**)

**10.2** Shaker hill granite donation? Committee will inquire.  
(**9-08-08: Pending.**)

**TOWN**

**New Business:**

**Action:**

**11.1** Chris reviewed SMP updated budget with a 2010 projected construction start.

**11.2** Andre reviewed Preliminary Estimate with a 10 month projected construction timeline. Each line item was reviewed individually and alternates were identified. The estimate included projected cost of materials, labor, and sub consultant costs, along with a % increased from 2008 prices to 2010 prices.

**11.3** Steve indicated that parking lot lighting would be tied to the town meter and not the library meter.

**11.4** Mark presented scope and design of mechanical system, comparing base system to geothermal system, associated energy calculations and cost and efficiency of each system. The energy model detailed kilowatts and or fuel used by each system. Town has indicated the building load be reduced so that this cost can be reduced. Design team to explore options to reduce building load.

**TEAM**

**11.5** Steve requested set of project prints be made available at town hall, SMP to provide.

**SMP**

**END OF MINUTES**

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