

**Meeting Minutes**

Project: Enfield Library

Meeting Number: 12

Date: 9/16/08

Location: Town Office Meeting Room

**NEXT MEETINGS SCHEDULED: T.B.D**

**Present:**

Chris Lizotte (SMP)

William Nartowicz (SMP)

Eric Palson (SMP) *not present*

Steve Schneider (Enfield) *not present*

Bart Thurber (Library) *not present*

Marjorie Carr (Library)

Phil Cronenwett (Fundraising) *not present*

Judy Kmon (Library) *not present*

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) *not present*

Greg Smith (Bauen) *not present*

Jen Seiler-Clough (Fundraising)

Bo Peterson (Engineer) *not present*

Wendell Smith (Enfield Energy Comm.) *not present*

Mark Vincello (WV Engineering) *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.) (9-08-08: Pending.) (9-16-08: 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.) (9-16-08: 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.) (9-16-08: Shelf/cubbies design reviewed, pending any comments to be reviewed at next meeting. Pending) **Library 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.) (9-16-08: 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.) (9-08-08: Pending.) (9-16-08: 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.) (8-19-08: SMP to provide brochure and literature. CLOSED.) (9-08-08: Will be done for 9-16-08 meeting.) (9-16-08: Will be done for next meeting. Pending)** **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.) (9-16-08: 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.) (9-16-08: 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.) (9-16-08: Pending.)** **TOWN**
- 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 selected. Will be shown on estimate as separate line item. Pending.) (9-08-08: Pending.) (9-16-08: CLOSED.)** **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.) (8-19-08: Pending.) (9-08-08: Pending.) (9-16-08: Pending.)** **TOWN**
- 8.7** Ken will provide hydrant flow test so sprinkler system can be designed. **(8-11-08: Pending.) (8-19-08: Pending.) (9-08-08: Pending.) (9-16-08: Pending.)** **TOWN**
- 8.9** Ten Minute parking proposed, located at spaces between library and Whitney hall, signage to be located. **(8-11-08: Pending.) (8-19-08: Pending.) (9-08-08: Pending.) (9-16-08: Pending.)** **SMP**

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|----------------------|---|----------------------|
| <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. (8-11-08: Pending.) (8-19-08: Will be done for Sept. 8 <sup>th</sup> meeting. Pending.) (9-08-08: Pending.) (9-16-08: Information provided and coordinated with design. CLOSED)                               | <b>BAUEN<br/>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. (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.) (9-16-08: Will be done for next 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. (8-19-08: Pending.) (9-08-08: Pending.) (9-16-08: Pending.)  | <b>SMP</b>           |
| <b>10.2</b>          | Shaker hill granite donation? Committee will inquire. (9-08-08: Pending.) (9-16-08: Pending.)   | <b>TOWN</b>          |
| <b>11.1</b>          | Chris reviewed SMP updated budget with a 2010 projected construction start. (9-16-08: CLOSED.)  |                      |
| <b>11.2</b>          | 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. (9-16-08: CLOSED.)  |                      |
| <b>11.3</b>          | Steve indicated that parking lot lighting would be tied to the town meter and not the library meter. (9-16-08: CLOSED.)   |                      |
| <b>11.4</b>          | 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. (9-16-08: Pending.) | <b>TEAM</b>          |
| <b>11.5</b>          | Steve requested set of project prints be made available at town hall, SMP to provide. (9-16-08: Prints delivered. CLOSED.)  | <b>SMP</b>           |
| <b>New Business:</b> |   | <b>Action:</b>       |
| <b>12.1</b>          | Chris reviewed circulation desk design at main and upper level and design of Technical Services area. At Main level: Existing copier was measured to coordinate with proposed design. Design to include lockable drawers. Circulation desk to   | <b>SMP</b>           |

include two work stations, proposed book drop location to be relocated to center of desk.

- 12.2** Technical Services room to have closed base and wall cabinets. A work station in this room is to be provided. Book binding materials and other stored materials were reviewed and measured to coordinate with proposed cabinet space. Existing book drop bins were measured to incorporate into design. One base cabinet is to be made up of drawers. Faucet at sink in this room is to have a square profile like the one in the existing library. **SMP**
- 12.3** Upper level circulation desk to include 2 work stations. Space for slip printers are to be provided at each work station at each circulation desk. Light fixtures at this desk take up to much space, use of different fixture or overhead lighting to be explored. **SMP**
- 12.4** Kitchen to have same faucet as Technical Services room. Proposed dishwasher to be verified at next meeting. **SMP**
- 12.5** SMP to provide book drop catalog for next meeting. **SMP**
- 12.6** Main Entry vestibule doors to include paddle controls for ADA. **SMP**
- 12.7** Next meeting is to be scheduled. **SMP**

### **END OF MINUTES**

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