

Meeting Minutes

Project: Enfield Library

Meeting Number: 13

Date: 11/10/08

Location: Town Office Meeting Room

NEXT MEETINGS SCHEDULED: 12/9/08 at 2:30 PM – Meet with Marjorie & Steve
12/9/08 at 4:00 PM – Meet with Bo, Wendell, Mark
2/9/09 at 6:00 PM – Committee Meeting

Present:

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|--|---|
| Chris Lizotte (SMP) | Daniel Kiley (Enfield) <i>not present</i> |
| William Nartowicz (SMP) <i>not present</i> | Ken Daniels (Enfield) <i>not present</i> |
| Eric Palson (SMP) <i>not present</i> | Shirely Green (Enfield) <i>not present</i> |
| Steve Schneider (Enfield) <i>not present</i> | Mark Johnson (Fundraising) <i>not present</i> |
| Bart Thurber (Library) | Andre Kloetz (Bauen) |
| Marjorie Carr (Library) | Greg Smith (Bauen) <i>not present</i> |
| Phil Cronenwett (Fundraising) <i>not present</i> | Jen Seiler-Clough (Fundraising) |
| Judy Kmon (Library) | Bo Peterson (Engineer) <i>not present</i> |
| Francine Lozeau (Library) | Wendell Smith (Enfield Energy Comm.) <i>not present</i> |
| | Mark Vincello (WV Engineering) <i>not present</i> |

Old Business:

Action:

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| <p>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.) CLOSED</p> | TEAM |
| <p>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.) CLOSED</p> | Library SMP |
| <p>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. 8th meeting. Pending.) (9-08-08: Pending.) (9-16-08: Shelf/cubbies design reviewed, pending any comments to be reviewed at next meeting. Pending) CLOSED</p> | Library SMP |
| <p>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</p> | CIVIL |

- all three into one. (8-05-08: Pending.) (8-11-08: Pending.) (8-19-08: Pending.) (9-08-08: Pending.) (9-16-08: Pending.) (11-10-08: The wetlands permit can be submitted once the land is one parcel.)
- 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.) CLOSED 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) 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.) (9-16-08: Pending.) (11-10-08: 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.) CLOSED 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.) CLOSED TOWN
- 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.) (11-10-08: 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.) (11-10-08: 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.) CLOSED SMP
- 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.) (9-16-08: Will be done for next meeting. Pending.) CLOSED

- 9.2** “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.) (11-10-08: Pending.) **SMP**
- 10.2** Shaker hill granite donation? Committee will inquire. (9-08-08: Pending.) (9-16-08: Pending.) (11-10-08: Pending.) **TOWN**
- 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. (9-16-08: Pending.) (11-10-08: Pending.) **TEAM**
- 12.1** 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 include two work stations, proposed book drop location to be relocated to center of desk. (11-10-08: Pending.) **SMP**
- 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. (11-10-08: Done.) CLOSED **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. (11-10-08: Done.) CLOSED **SMP**
- 12.4** Kitchen to have same faucet as Technical Services room. Proposed dishwasher to be verified at next meeting. (11-10-08: Done.) CLOSED **SMP**
- 12.5** SMP to provide book drop catalog for next meeting. (11-10-08: Done.) CLOSED **SMP**
- 12.6** Main Entry vestibule doors to include paddle controls for ADA. (11-10-08: Done.) CLOSED **SMP**
- 12.7** Next meeting is to be scheduled. (11-10-08: Done.) CLOSED **SMP**

New Business:

Action:

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| 13.1 | The fundraising drawings that show the History Room will be changed to show the room as the Enfield Room. | SMP |
| 13.2 | A meeting has been scheduled on Dec. 9 th at 4:00 PM to review system design and energy savings. | Team |
| 13.3 | SMP will show existing metal shelving in basement. | SMP |
| 13.4 | SMP will show how future expansion would work. | SMP |

END OF MINUTES

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