

**Meeting Minutes**

Project: Enfield Library

Meeting Number: 14

Date: 12/09/08

Location: Town Office Meeting Room

**NEXT MEETINGS SCHEDULED: 2/9/09 at 6:00 PM – Committee Meeting**

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) *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*

Jen Seiler-Clough (Fundraising) *not present*

Bo Peterson (Engineer)

Wendell Smith (Enfield Energy Comm.)

Mark Vincello (WV Engineering)

**Old Business:**

**Action:**

**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.) (11-10-08: The wetlands permit can be submitted once the land is one parcel.) (12-09-08: Pending.)

**TOWN**

**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.) (12-09-08: Pending.)

**Steve  
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.) (11-10-08: Pending.) (12-09-08: 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.) (12-09-08: Pending.)

**TOWN**

**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 to review possible design of south facing roof side and estimate cost & kilowatts to reduce building load. (12-09-08:

**SMP**

- Pending.)
- 10.2** Shaker hill granite donation? Committee will inquire. **TOWN**  
**(9-08-08: Pending.) (9-16-08: Pending.) (11-10-08: Pending.) (12-09-08: Pending.)**
- 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**  
**(9-16-08: Pending.) (11-10-08: Pending.) (12-09-08: Done.) CLOSED**
- 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. **SMP**  
**(11-10-08: Pending.) (12-09-08: Done.) CLOSED**
- 13.1** The fundraising drawings that show the History Room will be changed to show the room as the Enfield Room. **SMP**  
**(12-09-08: Done.) CLOSED**
- 13.2** A meeting has been scheduled on Dec. 9<sup>th</sup> at 4:00 PM to review system design and energy savings. **Team**  
**(12-09-08: Done.) CLOSED**
- 13.3** SMP will show existing metal shelving in basement. **SMP**  
**(12-09-08: Done.) CLOSED**
- 13.4** SMP will show how future expansion would work. **SMP**  
**(12-09-08: Pending.)**
- New Business:** **Action:**
- 14.1** SMP to explore areas where art and pictures/displays can be hung and will provide picture rail. **SMP**
- 14.2** It was determined that building an insulated stud wall at the interior of the basement can be eliminated if 3” of exterior insulation is provided instead. Drawings will be changed per this design. **SMP**
- 14.3** Drawing set will only include geothermal mechanical system design. WV to resubmit a stamped set only showing geothermal option. **SMP**  
**WV**
- 14.4** Seat cushions should be included for the window seats. **SMP**
- 14.5** An hours sign, building committee sign and cornerstone sign should be included. **SMP**
- 14.6** The library trustees should review a new logo design. Currently the signage package includes locations for a logo. **Library**

- 14.7 SMP will show stamped concrete at the front porch area. **SMP**
- 14.8 SMP will e-mail PDFs of the sections, plans and elevations to Bo. **SMP**
- 14.9 SMP/WV to show video camera locations. **SMP**  
**WV**
- 14.10 If the Library installs honeycomb shades the R value would be R-3.9 and the shading coefficient would be .44. Mark will review his calculations with this in mind as well as the updated exterior wall insulation system. In addition he will estimate the operating costs. **WV**

**END OF MINUTES**

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