



meeting minutes #5

architecture

engineering

management

project name: Town of Monterey
Library Addition

project no.: tom-4020

meeting date: 05.23.16

issue date: 05.25.16

present:

Mark Makuc-Library Director, Daniel Pallotta-Project Manager (on speaker phone), Mickey Jervas-Trustee, Lisa Smyle-Trustee, John Higgins-Trustee, Ben Kreider-Trustee, MaryPaul Yates-Trustee, Kenn Basler-Trustee, Dennis Lynch-Conservation Commission, Marc Volk-Foresight Engineering, Tim Eagles-edm, Rebecca Tamol-Kay-edm

distribution: attendees

pd-C1 discussion:

- This is the updated plan since our last meeting. This plan shows the storage and kitchenette as one space with only one door to allow for more uninterrupted wall space in the multi-purpose room.
- The trustees asked if there was a way to incorporate a window in the space, maybe above the counter.
- The kitchenette will consist of a sink, undercounter fridge and cabinets.
- Mickey asked if a dumbwaiter could be accommodated in the plan so books could be lowered down to the basement for storage. Concern was for the amount of space it would take up, taking away both first floor storage and floor space from the childrens area. At this time it was decided that the dumbwaiter will not be included in the project.

View #3 discussion:

- The trustees like the way the trim lines up with the current building.
- Simple New England feel without copying the existing.
- They like the simple set-back front entrance with gable end (3.1E).
- Would like the pitch of the roof in the back to be a little higher if possible.
- Like the look of the windows wrapping around the corners for more light and views.
- The trustees liked this scheme and decided that this is the exterior elevation they want to proceed with.
- Finish materials are fine, colors to be chosen at a later date.

View #4 discussion:

- Like the higher pitched roof in the back.
- Did not care for the higher tower entrance in front.
- Did not like the windows on the ends.

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Exterior Elevation Choices decided on:

- Front Entrance: Simple set-back with glass, gable end, lower tower scale, trim to align with existing.
- Windows: Triple windows, wrap windows around both back corners, 2 windows in office area.
- Reading Deck: Curved deck, wire railing, heavy duty lattice under the deck.
- Not attached to any of the trees, they can be removed and replaced. The pine tree in front is used for lights at Christmas so it will need to be replaced.
- Create a plaza by new entry way, with benches and electrical outlets for electronics.
- New flag pole with spotlight to replace existing.
- Outlet by pine tree for lights.
- LEED: Design toward obtaining LEED certification.

Site Design:

- Parking is the same with one HC spot, utility poles and highway signs will need to be moved to allow for wider parking lot driveway entrance. Discussions will have to happen between town and utilities and state highway.
- Parking lot will have a retaining wall to make it level. The retaining wall will go from 1'-0" front to 6'-0" back in height. 2'-0" of this height will be above the parking lot grade level as opposed to a fence/railing.
- Parking pavement: Blacktop vs. pervious pavers? Cost vs. LEED? Cost of construction and maintenance.
- Back end of parking lot will have a HC ramp to allow for access to the library's back lawn and the dam.
- All walkways will be HC accessible.
- Working out ways to make existing front entrance HC accessible for use as a compliant second means of egress out of the new multi-purpose room.
- Site will be sloped to allow for drainage to the back and to the river.
- Septic will have a block retaining wall around it and be visible from library but will not be very visible from the street.
- Compensation will need to be done for doing work in the riverfront wetlands area. Work can be done on other town properties to make up for it.
- Bury utilities. Move water line?
- New bookdrop will be located next to the drop-off space in parking lot.
- Remove existing concrete walkway. Remove stone walkway?
- Lighting in the parking lot will need to be added.

Structural Systems:

- Remove columns and create a vault ceiling with collar ties in the multi-purpose room.

HVAC System:

- Oil vs. Propane. The trustees decided that the building should be designed with a high-efficiency HVAC system. Bury and LP tank in front yard, for easy fill up and access.
- 2 HVAC systems, one for the multi-purpose room and one for the library.

- Air system, duct work in floors or attic space? The trustees decided they want the ductwork in the basement and to have floor registers. This will allow for open ceilings and keep floor space from being used for chases.
- For LEED the system needs to be high efficiency.

Building Envelope:

- The trustees want to upgrade the building envelope.
- Replace windows in Multi-Purpose room or add storm panels on the existing windows? Replace windows to match existing.
- Existing building is currently not insulated. Add insulation to existing 2 x 4 stud wall and maybe board insulation inboard. Insulate the roof. Insulate the foundation or over the basement?

General Discussion:

- The next move will be to wrap up all the information (site, architectural, engineering) to get to the estimator.
- An updated exterior elevation incorporating the parking/retaining wall will be created along with an updated building plan.
- LEED path will be followed for the project.

Next meeting TBD:

The next meeting will be set up over the summer as soon as work is completed and given to the estimators.