

# SELECTMEN'S MEETING

May 2, 2012

Executive Board Attending: Warren Hammack, Maury Collins, David Upton, Edie Drinkwater, Admin. Assist.

Others Attending: David Drasba, Lisa Sieverts, Susan Hansel

At 6:00 PM Warren made a motion to open the meeting. Maury seconded and with all in favor the meeting officially opened.

Discussion began around the scheduling process and was followed by an explanation of the project's stages. There is a demolition plan for what is coming out, a construction plan, a plan for the configuration of the rooms and a revised furniture plan which is now complete after David Drasba met with the office staff.

As plan details were being viewed David Drasba went over the need for some lighting changes. He explained this change and presented his suggested fixture choices that are similar to what would be seen in schoolhouse in the past. While there will be more lights they would be energy efficient bulbs. This would thus keep the energy consumption from increasing.

The lighted exit signs and Fire Pull were discussed in detail and it was noted that a couple more lighted signs will be needed.

Next David discussed his details for the minor ceiling changes and how they will blend with the untouched area.

Another detail discussed was the need to change some wiring. This would involve cutting through the floor upstairs. David Drasba felt this would be minor and not detrimental to any future upstairs renovations.

David Upton voiced concern that there is as little change as possible to the upstairs floors when opening them up to do the wiring.

Next the doors and types of egress were discussed. David Drasba explained the possible options including push pull and panic bars.

During the space configuration review David Upton suggested removal of one door in the selectmen's space to save money and allow for 1 more chair.

After much discussion Maury indicated his preference to leave the plan as presented, Warren agreed and David Drasba said he felt the plan as presented best meets the intent of the project.

Review of the plans continued in presentation format by David Drasba with the use of space outlined in detail.

Details of painting and finishes for the walls and ceiling were also explained.

It was noted that the carpet in the kitchen will remain to help cut costs.

There was discussion of solid versus glass in the doors to the Selectmen office area. Maury explained his thoughts for keeping this as glass to know if someone has entered while in a meeting.

The review continued covering air vents, phone wiring, and heat registers etc. There was a thought that an air return should be in the wall between the office and the Selectmen's area. That plan was changed due to the issue of privacy for closed session so now the return will be in the floor.

Discussion moved to the bid process, awarding a contract, modifications for supplemental contract, posting, and the time frame for all stages of the process.

David Upton asked about penalties.

David Drasba noted that liquidated damage clauses are not worth the aggravation and that along with that would go a bonus for early completion.

David Upton asked if a 30 day construction time might be reasonable.

After the contract is awarded there is a period of time when items must be ordered and then waiting for arrival. If construction begins once the items arrive then the staff could remain in place during the ordering and waiting time. With everything in then the construction could progress without delays.

It was noted that materials and tools will need to be outside during construction but just in the area of the Town Office Building.

David Drasba went over a \$3000.00 project hold back for unknown issues. This is monitored weekly. If it goes over the \$3000 then the Town would owe the contractor but if it is not used it would come back to the Town.

The owner holds the building insurance. LGC will need forms for added insurance during the construction.

The key system will need to be changed in some way. This lock system would be the beginning of changing of all the locks to one system.

David suggested an extra week for the bidding process if it will give more contractors a chance to bid.

It is hoped that the project would be complete by the middle of August if the process moves along according to the outline as presented.

David Drasba noted that the upstairs will be available during construction.

Other details covered included parking for the workers, and a review of events in town to consider. Many events will be in the evening or on weekends when worker would not be expected to be here.

The kitchen cabinets will remain in order to save money. The project was put together keeping costs at a minimum therefore there are very few places to cut.

It is hoped that everything is ready to go out for bid by Tuesday or Wednesday next week. Bid opening is planned for around May 29<sup>nd</sup>.

Bids will come to the Town Office and held until the posted opening.

With no further questions David Drasba completed his presentation.

As another meeting was waiting for the space, Maury made a motion to adjourn. David Upton seconded and a unanimous vote carried the motion.

Meeting adjourned at 7:18 PM

May 2, 2012

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Warren Hammack, Chair

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Maury Collins

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David Upton