

CANTERBURY TOWN BUILDING NEEDS
COMMITTEE
Minutes of Meeting
May 14, 2003

TIME & PLACE:

Meeting May 14, 2003 at 7:00 p.m. at Town Hall.

ATTENDANCE:

Kent Ruesswick, Chairman

Kevin Bragg – Historical District Commission

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Gordon Jackson

Ken Jordan

Ginger LaPlante – Historical District Commission

Cathy Menard – Alternate

Billie Richert

Jeremy Slayton

Gary Spaulding – Alternate

Ted West

Phil Stone – Canterbury Road Agent

Jim - Highway Department

Library Committee Members:

John Bouton

Susan LeClair

Claudia Leidinger

Anne Nute

Historical Society Members:

Chuck Sanborn

Doneta Fischer

Pam Jackson

Sheerr McCrystal Palson (SMP) Representatives

Eric Palson - President

Kelly Gale – Designer

MINUTES:

The Chairman called the meeting to order at 7:00 p.m. Kent began the meeting by explaining that in tonight's meeting the SMP representatives first will review the proposed Highway Department facilities with Phil and Jim and then will review the proposed Library facilities with the Library Committee and Historical Society members.

Eric explained as in last week's prior meeting that now is the time if any major changes are going to be made as the schematic design is only ink on paper and now is the time to make any changes. The number and size of bays for the Highway Department were discussed and it was decided that the current rectangular design of five bays would be modified into a more squared design with three double bays similar to the Fire Department's design, with a gable end. This will allow sufficient room for the grader and provides more flexibility for parking various-sized vehicles. There will be doors on both ends of each bay. Gordon and Mike left the meeting to measure the grader with blade to confirm actual length of this vehicle and reported back that the grader was 32 feet long. Phil stated that the bay doors needed to be 16 feet wide. Eric indicated that the bays would be 40 X 40 feet and as long as there are post (beams) in the garage, the cost of the new design will be cheaper.

Mike asked Eric to provide a plan and additional costs for two more bays to allow for potential growth and Eric indicated he would sit down with Steve Atherton (Cobb Hill) and come up with this information. At this point Eric suggested of having a roof overhang (16 feet) at the northwest end of building for storing the salt and sand rather than having a separate structure. Eric said this would allow the expansion of two additional bays if need be. Mike asked Eric to then present the costs for the three options so that a decision can be made as to what makes the most sense for the Highway Department (and the Town).

Next topic was the salt and sand shed. Phil stated that there are about 100 yards (and 10 to 15 feet high) of material combined and he did not anticipate a major increase in this quantity over the next fifteen (15) years. Gary asked Phil if the storage area needed to have concrete four (4) feet high and Phil stated that he thought because of EPA rules that a poured concrete wall would be better. Eric indicated that he needed to know the size of trucks used by FillMore in making sand deliveries to the Town so that the new storage area/facility will be designed adequately.

Eric then asked how the Highway Department's office area should be arranged. Phil asked if the departments would have a combined kitchen and bathrooms (that is, shared facilities) and Eric confirmed this and that everyone has accessed. Eric asked if a desk and phone were necessary and Jim said yes along with cable wired in. Eric stated the room is 37 X 17 and will allow for a table large enough to view plans. Eric confirmed the necessity for desks, wiring, table for plans and chairs. Kelly asked Jim if he needed a

locked area and he replied that he did not. Ginger and Ted asked about individual lockers for tools, etc., and Phil replied that they have toolboxes and they are locked.

Eric explained and showed where parking had been allocated (to Highway Department personnel) and that if plows are parked on the north side of the new Municipal Complex, the building still screens noise from the neighbor on the east side of the property.

Gary then asked the widest part of the building and Eric replied it was 192 feet. Gary then commented that Eric has 225 feet from the property line to the wetland flag and what was the longest part and Eric replied 175 feet. Gary then replied that basically you have 200 X 200 block for construction of the building.

Jim asked about trusses/rafters and Eric told him there would be a trussed roof. Jim asked if the roof was steel or wood. Eric replied that wood is more cost effective but roof cannot span entire length of bay area; would be good if we can have posts. Eric also commented that we needed to determine if we have to protect trusses for (from) fire.

Gary asked Phil how many employees there were in the Highway Department and Phil confirmed four full-time with possibility adding one more in the future.

Eric asked about whether windows in the bay (overhead) doors or windows in the one wall were wanted. This item was not finalized.

Gary asked Phil how much room the grader needed to back in and turn around and Phil replied the same as a truck.

Discussion of drains, oil/gas separator, and wash bay was next and Eric indicated that the wash bay would be in the Highway Department and there would be four drains requiring a closed system. Gary replied that a permit may be required and that the water may need to be pumped out for storage to a 2000-gallon tank, something about the size of 10X16X8.

Water and heating issues were discussed briefly. Eric stated that this is a sprinkler(ed) building and a tank will be required for this. These last few topics were not finalized but Kent indicated that further discussion would be forthcoming. Eric asked if SMP may call with questions and Phil said yes. Phil and Jim then left the meeting at 7:50 p.m.

The Chairman introduced the seven individuals representing the Library and Historical Society. Eric once again noted that this is the time to make changes if anyone foresees making any major changes. Eric stated that regarding the Library building requirements: we've measured all buildings; brick all around; concrete block; remove grater bay; steel roof; no reason to keep little piece in the middle (section joining the two existing Highway Department buildings); knocking out walls to combine two spaces so that one person can

see the entire space.

Eric then indicated that we have further to go with plan. We need to be sure we have program in place; correct size, etc.; we can discuss collection arrangements later; we worked from our notes; we've added a director's office, is there anything else?

Some preliminary discussion then began on the requirements such as the location of the children's area; story-time section; open space; work and storage space for the Historical Society; storage area for chairs, reading area for adults. Eric suggested 'sprinkling around' more storage space rather than one dedicated storage area (16' X 9') as shown currently.

Eric then stated that this is no way to design a library (in a large committee/meeting forum) and that we need some working sessions. I understand the committee needs oversight but we need to meet with the library folks initially and then later with the Historical Society. Eric stated that you currently have about 800 square feet in the Elkins Library and in the new library you will have approximately 6000 square feet. You will have plenty of space so you need to think of new ways to do things. Eric indicated there are many questions to ask: how many double bays (for book storage) do you want; how many periodicals will you have; room for atlases; indexes; kids' area – large picture book storage? We (SMP) will send you a list of things to think about. Eric was given the Library's email address to forward the list.

Kent then asked Eric if he wanted to schedule a meeting to meet at the Elkins Library and it was agreed that Eric would meet with Sue at 3:00 p.m. next Monday, May 19th.

Kent asked Eric if he needed to meet with the Committee next Wednesday and Eric said he did not. Eric reiterated that everything in this project is planned all at once even though library will be after municipal complex. Sue asked if Eric foresaw costs increasing as a result and Eric said no, all pieces would be bid at once; costs will be locked in. John stated that they were grateful we are high on the queue.

The Library and Historical Society representatives left at 8:30 p.m.

The Chairman asked that other items of discussion be deferred until our next meeting. This includes the review of three proposals submitted for the Phase I Environmental Study and the review of budget numbers for determining the Guaranteed Maximum Amount available for construction.

Billie gave Ginger the Committee's files collected and organized to date for the Historical Society.

At this point, the Chairman adjourned the meeting at 8:40 p.m.

NEXT MEETING: 7:00 p.m., Wednesday, May 21, 2003 at Town Hall.

ATTACHED DOCUMENTS: None