

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**June 4, 2003**

**TIME & PLACE:**

Meeting June 4, 2003 at 7:00 p.m. at Town Hall.

**ATTENDANCE:**

Kent Ruesswick, Chairman

Mike Capone – Selectmen representative

Charlie Cook

Bob Fife

Ken Jordan

Ginger LaPlante – Historical District Commission

Jeremy Slayton

Gary Spaulding – Alternate

Ted West

Sheerr McCrystal Palson (SMP) Representatives

Eric Palson - President

Kelly Gale – Designer

Cobb Hill Construction (CHC) Representative

Steve Atherton

**MINUTES:**

The Chairman called the meeting to order at 7:00 p.m. Kent opened the meeting by informing the committee that the architects and Steve were here to discuss progress on the municipal complex plans and the results of their meetings with the library representatives; and to report on the status of CHC's contract.

Eric started with the updated library plans. Eric had met a couple of times with the library representatives and that they had taken a copy of these plans to their Board and they told us today they are very pleased. In general, this satisfies the entire program in their last request + 10% here and there. Some departments didn't exist; almost all have more capacity than what they asked for; however the reference space is the same.

Eric referred to the updated plans and began his overview: from the library parking spaces, here is the central control point – the circulation desk with a desk height surface – transaction counter with space in between for books, etc. We've shown a couple of wheel chairs on plan to show access to certain key spaces. Also, person sits at desk where it is lower and person can be at eye level with someone in wheelchair.

There is a small bar-like sink for water used in book repair and other technical services – close to this area so person on duty can keep an eye on the circulation area. Gathered around this desk are uses where people get up and ask a lot of questions – copier, computer, media (movies and music), reference with a couple of computers; over in this wing – children – how many shelves high and for visibility – 3 shelves high to see over this from desk. There are some junior fiction and nonfiction; and back of this area, picture books for little kids; little space for periodicals – although currently they only have 7 periodicals. There is plenty of room for expansion. There are tables to do homework and a couple of chairs for parents to sit with kids.

This structure is presently a brick wall between grader bay and the rest of the space and has two existing openings for doors and in between them, a new window. Raising floor in this whole portion – good place to put bathrooms and kitchen; plumbing there; here great place to leave low – sitting height picture book bin for kids and acts like a little amphitheater – about 35 kids can gather for story telling time with window – reminiscent of old library. Some pillows – one step down; carpeted. Window faces west.

At this point, Ginger asked about heat and the area becoming very warm. Eric said there would be improved glazing over (what you would find in a) residential window. In this area there is expose brick on outside, insulated and have drywall on inside. There will be a little porch between the two buildings. The Library folks wanted screening for a couple of bays in this area so people can sit outside.

Here's the other entrance facing the center of town. Next, there is a little vestibule, a closet – meeting room which is really a ten-fold multi-purpose room for craft activities; lunchroom; after-hour meetings. They (library representatives) wanted a separate room for a kitchen; we decided to have a kitchenette behind a screen or paneled door and used as part of a regular conference room. Key point for this is at 8:00 at night I can lock this door and the second door and give key to quilting group and they can have access to this room and to both bathrooms and kitchen without access to the rest of the library area.

Bob asked if the designed vestibule is a mudroom and what about a lot of tracking on the carpet. Eric replied, yes, so you don't lose your heat in the winter. Eric continued with describing that in the doorway areas you could have a little recess area with nylon mat and take out to clean periodically – or aluminum strips to catch dirt – but these are typically too pricey and not really in character. We'll discuss all of that. Another thought, if you wanted to expand the building this would be the end to do so. Would not

have to tear down room and a corridor is already set up.

Little storage room and mechanical room here, as shown; could be flipped flopped if you wanted. Maintain humidity in storage room easier to have unit here.

This wing has got a work counter, media, and a pocket (area) for young adults near the door. Adult fiction and non-fiction would be housed here. Presently entire library fits in 6 things. There is significant room for growth.

Eric informed the committee that we have to wrestle with how much do we want to fill up now; and (for stack area not used) may elect to have a temporary partition here. Concept is to put books in middle of space where there is no natural light.

In each department, storage capacity is in excess of number of volumes asked for in last go around. We did get the program (and plans reflect) what the library representatives had determined in their last planning with some additional overage.

This is another feature, oversize books storage area here and the periodical section. They asked for a fireplace. We are thinking that a gas fireplace, zero clearance, not to break the bank and could be a nice feature.

There is an outside (existing) door to the workroom (historical society). At this point Ginger asked about security.

Eric – We can bolt the door. You may want to close library separately and access your collection. We are showing a little display case, six feet wide, here that can be loaded from backside. Ginger asked about the bulletin board requested when we last met? Kelly added that this case is 3 shelves high with bulletin board across the entire top and can be used to store old documents inside. Can also have bulletin board in back of it.

Up here we are showing 48 people sitting at tables; good size.

Jeremy asked if there is a presentation front to the room; and Eric replied, yes, but then people walk in front of speaker to go to bathroom.

Ginger commented that it might be nice to have a closet kitchen in this area. Eric then stated this committee at some point in time will need to approve master plan because otherwise everyone wants their own area a certain way.

Ginger asked if the library representatives say they wanted their reference section here next to children? Eric replied, yes, near children.

Eric told the committee that the scale for the library is very good. There is a lot of

empty space here but people need a place to mill around to say hello. Library asked for a place they could set up their plants. Simple bench in front – person can wait to get picked up by (someone in) cars; and there is good light for plants in this area. Depending how we do roof could be water near this area that's why we moved door. We concluded if you are going to spend money on building spend it out here not in the back of the building; in other words, near main entrance and other entrance.

Bob then asked about fire exits? Eric replied it works out; there are a couple of ways to exit. All on grade and you're out, and this is a sprinkler building. This shows how to deal with end – inside wall of grader bay – brick wall that exists between grader bay and next one up; our thought was if you left it as it is, you could put up a front – gambrel shape – wood end – and by doing this shape, put up a false end, and do on opposite end as well. Will not be less attractive as today and not evident anywhere. Can always elect to make a new roof configuration; decking of roof is ok; shingles about ready (for replacement); didn't see sense to replace roof structure. No need for space up there at the end of grader bay. We are showing double hung windows and new cornice and leaving flat.

Kent asked Eric if he had kept the roof the same and Eric replied he had. Discussion then ensued about the roof and the cost impact of rebuilding. Ginger stated that she voted to leave siren on building – paint it up and leave it there.

Eric said that we are also showing a little awning over the side door to parking.

Charlie commented that Eric had done a very good job with the plans.

Eric – I want to make sure everyone feels you are getting a good building out of a sow's ear and that the library supporters don't feel they have to settle for a garage.

Ted – We need to decide what town wants to pay for and what library wants to raise funds.

Eric informed the committee that they came up with enough room for two back-to-back handicap restrooms (within the center of the municipal complex) – could elect not to put in fixtures in one, probably on police side, if so desired. Remember they wanted a door – we took away wrap around porch and put in a small entry porch. Fire chief got his door into joint facility. One idea Kelly came up with we switch so the men's side is bigger than women's side – separate bunk room – woman would take smaller one; also allow for an exit – fire chief wanted to eliminate; but we need an exit in this dead-end area.

Jeremy – makes sense to put a door there.

Eric – State fire marshal review may or may not require one here.

We took out some fixtures on one side here. There is a mezzanine along one side with little stairs up to; eye wash back in the corner; room dimension 81 X 81. In this one, we folded the garage around, this allow us to have an unequal bay for grader without the bay sticking out and to have back-to-back parking. Now the office of highway department is at end of hall with storage with outside door. We talked about having an expansion bay; we thought about having a lean-to bay at end with post; poured slab, hang up sanders for now; dump sand and salt piles at end. Or, road agent may be just as happy to build it some place else. It's hard for us to read preference here. We can go either way. There is a little less pavement required. Or we can move building a little bit.

Eric confirmed that the police garage bays are two cars deep with a little storage and that cars can drive out the front rather than having to do a three-point turn backing out.

Jeremy noted that there was only one door from the internal space into the fire chief's office and no hallway door; and Eric said that this was what the chief had asked for, although Eric thought it was odd. If he changes his mind it's not a big deal.

Kelly and Eric then discussed cost impact depending on type of drainage system used in the garage and Eric stated that if you have to pare it down you could do so by losing vehicles (less bays/garage area). Eric agreed to make the drains a lighter gray on the plans and the actual bay lanes darker to make the plans easier to read.

Committee discussed gables and roof line in updated plans. Eric agreed that they were lower but this was a result of having a single story building. Eric stated he was thinking about putting a window or two in the attic area (for cosmetics). Ginger thought this would be a good idea. Eric referred to all bay doors being on the gabled end of the building so that snow and ice do not fall in front of the bays.

Jeremy asked if there were functional vents in the attic and Eric said yes, but that they probably would end up being framed ones once the historical society has an opportunity to review.

Ginger asked about access to the attic space. Eric said there would be utility access with some type of catwalk area.

Eric stated he had made a set of the updated plans for Steve so he can start steering us in right direction; and we have provided a copy for you. We are going to keep going. We want to shorten the feedback period.

Steve commented that he was going to keep up with the revised plans by (preparing) rough prices and that CHC will provide more detail with price, as we become more detail with specs.

Eric stated that we probably should make a visit to the Historical District to have chat to see what their expectations are and invite that person to this meeting. You certainly don't have to make a decision now with this, but the library representatives are concerned with outside maintenance, which is usually a code word for vinyl siding. At this point Mike reminded the committee that the Town is exempt (from historical district requirements) and cost effectiveness needs to be considered in any solution and that as a Town we can exercise our right (in this area).

Kelly informed the committee that we need quick turnaround time on these topics if want to have building in before winter.

Kent invited the architects to come back next week, and indicated that he will invite Steve Booth to join us.

Ginger commented that she was having some difficulty in comparing the revised plan with what was originally proposed. It was agreed that the committee would wait until the plans were a little further along before the committee requested SMP to complete a comparable 3-d drawing to that originally prepared for the Town Meeting. There is a cost associated with this and it seems to make sense to wait until later before asking SMP to prepare this drawing.

Kent then asked Charlie to review the findings from the review of the revised CHC contract. Charlie indicated that the only change not made by CHC was making Mike the primary contact rather than Kent. Ken then moved that we send contract documents along to selectmen with changing this one thing.

This motion was seconded and approved unanimously by the members.

Ted then asked Mike if we have to pay for the performance bond and Mike said yes.

Ken then distributed and reviewed with the committee once again the revised Policy and Operations Manual for the committee and noted that all changes included in the last meeting minutes had been made to this document, as discussed and previously approved by the committee. Ken agreed to remove bold and highlighted terms where not needed.

Ted moved to vote on the manual as amended. This motion was seconded and approved unanimously by all members. Ken agreed to provide Mike with a copy so that Jan may keep to give to interested parties.

Mike indicated he had signed contracts to give to Kent and at this point Kent asked if Mike had a locked filing cabinet that could be used by the committee to maintain these files. Mike said that he would look around for one.

Mike then informed the committee that the selectmen have signed the GZA contract for the Environmental Phase I project and that he needed a copy of the pricing (comparative analysis prepared by Gary) for his files. In addition, Mike informed the committee that the selectmen had made a minor change in the statute of limitations section in Eric's contract, and that the contract had been signed.

Kent then indicated he had met with Robbie and that they had not resolved where front pin is. Robbie has that he owns further over than he does; we just need to resolve this. Mark has everything he needs to complete his work.

Gary replied that Mark is waiting to get that resolved before he releases anything. Earliest you can get this submitted is August; won't break ground until November 1. Depends on type of winter we have then.

Kent asked the committee to meet again next Wednesday. In the meantime, he will talk with Steve to come in next week with architects. Kent sees this as an advisory role.

Mike commented that people would need to understand we are trying to accommodate everyone the best we can. Steve will need to take into consideration the needs for outdoor maintenance (of the library).

Kent commented that there are a lot of details in these revised plans for us to take a look at and some of the changes look expensive to me so please take a look at these documents this week. The committee agreed to look at the plans in more detail and to wait until CHC comes back with numbers before attempting to prioritize what can and cannot be done.

Mike informed the committee that the Bond application was approved and the bond sale takes places June 18; Interest rates still very low.

Kent agreed to stay on top of the property line issue with Robinson this week and it was agreed that Ken would start the property title search now. It was also agreed that title insurance would be purchased for approximately \$235. Mike said that the subdivision approval could be placed on the planning board agenda for voting whenever Kent calls and let's them know it's ready for a vote.

At this point, the Chairman adjourned the meeting at 8:17 p.m.

**NEXT MEETING:** 7:00 p.m., Wednesday, June 11, 2003 at Town Hall.

**ATTACHED DOCUMENTS:** Sheerr, McCrystal Palson signed contract

