

CANTERBURY TOWN BUILDING NEEDS  
COMMITTEE  
**Minutes of Meeting**  
**September 17, 2003**

**TIME & PLACE:**

Meeting Wednesday, September 17, 2003 at 7:00 p.m. at Town Hall.

**ATTENDANCE:**

Kent Ruesswick, Chairman

Beth Blair  
Mike Capone – Selectmen representative  
Charlie Cook  
Bob Fife  
Cathy Menard - Alternate  
Billie Richert  
Ted West

Town Department Representatives  
Dale Caswell – Fire Chief

SFC Engineering Partnership, Inc. (SFC)  
Lynn A. Zebrowski

**MINUTES:**

Kent called the meeting to order at 7:05 p.m. Kent asked Lynn Zebrowski (SFC) to discuss the latest set of site development plans. These site plans are the ones required by the State (site specific) and include water drainage controls. The latest set of plans reflects the leach bed in the back behind the parking lot and bed now must drain forward. Leach bed will be the highest point and water would pool where the generator is shown. Lynn needs to discuss with Eric and Kelly the revised elevation that is now required. Ted asked Lynn what she was going to do with the elevation to resolve this and she indicated that she is now showing 678 elevation for the fire department; and 679 for the highway, police and administration departments. Basically the change means dropping these latter departments' elevation from 681 to the 679. Overall, less fill is needed and can use removed soil as berm. Some removed soil may need to be trucked offsite; and some soil needs to be removed from the pond, as well. Lynn said the fire pond is huge for the intended use. Dale commented that there is a need for five hundred thousand gallons. Lynn explained that there is a swell in back of the building that is going to the pond and there is a catch basin. Bob asked about catching oils from spills (vehicles, etc) and Lynn

said that there are standard 3', 6' and 8' wells for catching overflow of spills. Plans must show treatment as well as a filter strip if pond overflows from junk from the parking lot. This filter strip is made of grass or underbrush (and is part of the natural habitat).

Plans show a 10' gravel wide shoulder around area outside the fire department.

Lynn wrapped up her presentation by stating she would speak tomorrow with the architects about the elevation to see if it impacts their plans.

Ted then made a motion to accept plans as presented with the exception of the elevation and drainage plans being discussed with the architects. Charlie seconded. Motion was passed unanimously.

Lynn added she will be done early next week on Tuesday with the plans for the state, including a report that can be used for submission to EPA later. She will give a copy to Gary. Lynn then left the meeting.

Kent informed the committee that Gary Spaulding, Ted and Kent had met with the selectmen last week to review plans and materials selected to date. They had obtained a favorable response.

Mike indicated that he felt it was important for all three selectmen to see where we are at. Overall materials they are ok with; building that size and being new; not historical they understand what you are trying to do. Need to go to HDC. Mike then asked if Kent were going to the HDC with just the municipal complex. What about library. You haven't spent a lot of time discussing library. Do you have enough knowledge about the library? Kent replied that we want to do that (go to HDC) in next couple of weeks; we've discussed roofing, siding, windows and have approved these (for both buildings).

Beth asked if they are different and Kent said he would speak with Eric about Library. Beth asked do we have enough of library plans on outside? Kent said I can ask Eric. We've had pictures; we haven't changed anything.

Mike replied there had been some discussion on where the Historical Society was located in the library and Charlie replied that this was internal (inside library). Beth then asked do they have guidelines what someone needs to have before you meet with them – packet of information/checklist. Kent then asked if he had given these to Billie and Billie indicated she would check the documents on file.

Mike said we need to think functional over form. I think the Board wants to stay within the process. Need to get checklist. Perhaps what can you do to get information to them before meeting? Kent said he can leave stuff here and let them come over to look at documents (large volume of plans, etc.). Mike said to ask HDC for time when they can meet with us. Useful if they have materials for review. You are asking them to make a decision on it. Mike suggested to Billie to go to Sam Lake for checklist and copy of latest Zoning Ordinance. Billie said she would do that tomorrow.

Kent then noted that Mark Stevens is working on right away which crosses the recently acquired Robinson's property from the east to northern part of the property. Kent said he also had spoken with the Economic Development Committee (EDC) about sand at Exit 18. May or may not work, but they would entertain idea. Kent said he also took a bucket of soil to Don Mayo in Bow who charges \$60 to do sieve test to see if it can be used for fill.

Mike replied that they (EDC) are meeting on September 25, and I will ask them again about this.

Kent said that Mark Stevens suggested using glass for some fill; use as aggregate.

Next, Kent said he was going to invite abutters in to take a look at plans before we finalize them; and that Folsom had asked if we would consider trees; he was concerned with lights from the municipal complex. Mike thought the invitation to abutters was a great idea.

Beth next asked about numbers and Kent replied that Steve will be here next week with numbers for the main structures. Mike then indicated that the attorneys have reviewed the contract with Cobb Hill and there were a few minor questions regarding State regulation compliance awaiting resolution. Mike was going to mention to Board on Monday.

The committee then discussed obtaining latest costs for project from Cobb Hill and the importance of obtaining total costs for both municipal complex and library. Kent reminded the committee that contract with Cobb Hill is for construction manager and not to build the building itself. Mike said he needed some level of comfort we can still do it before we go ahead (with signing Cobb Hill's contract).

Kent said there will be a meeting next Wednesday and that he has asked Steve to attend. Mike asked if Eric were going to attend the HDC meeting and Kent said yes.

Meeting adjourned at 8:00 p.m.

**NEXT MEETING:** 7:00 p.m., Wednesday, September 24, 2003 at Town Hall

**ATTACHED DOCUMENTS:** None