

**TOWN OFFICE COMMITTEE
MEETING MINUTES
APRIL 18, 2006**

Present: Steve Pro; Chairman, Rick Carrier, Deb Hogancamp, Shirley Philbrick,
Neil Jenness

Absent: Lester Fairbanks, Nelson Fegley

Weller & Michal Architects: Charles Michal and Andrew Saffron

Discussion:

Steve called the meeting to order at 6:10 pm. Rick gave a signed copy of the contract to Charles. The Town Office Committee chose Weller & Michal Architects to proceed with the design for the new building. The architects from Weller & Michal were introduced. Steve turned the meeting over to Charles who turned the meeting over to Andrew. Andrew took the committee through the agenda. The committee reviewed the time-line. All contact from Weller & Michal Architects will be made primarily through Rick. There was a discussion as to the location and time/day of the Town Office Committee Meetings. Charles proposed meeting at the Weller & Michal office in Keene. Meeting at the office would be more convenient for the architects since they would have everything they need at their fingertips. The Town Office Committee meetings will be held at the Weller & Michal firm in Keene on Tuesdays, now until September at 5:00 pm.

There was question as to the location of the Charrette. Rick explained that they would use the Town Hall. There was question as to the CM selection process. Rick explained that there would be an ad in the paper. Rick also has 2-4 CM letters of interest. Rick explained that the turnaround time is expected to be between 2-3 weeks after the CM receives the packet. Charles explained that the committee must focus on having a CM on board by the middle of June. The committee should work on getting the RFQP together to be ready for approval by the next Town Office Meeting. Andrew will send Rick a standard AIA form for qualifications. Rick explained that he is going to ask Jon McKeon (a Selectman, who is the cost estimator for Trumbul & Nelson Construction Co.) to look over the document.

Andrew went over the draft Charrette outline as provided by the National Charrette Institute. Andrew asked for a brainstorm on the taxpayers concerns at the last Charrette. It was felt that the new building should be as green as possible. There were concerns on the water, circulation safety, location, look and cost. Steve also noted that the committee is asking for a mandate that the town use local companies as long as the prices are close with surrounding towns. Neil expressed concern for receiving input from the public on esthetics and circulation more than on the schematic design. Andrew explained that the firm would compile images from other Police Stations and Town Offices in New England and have the community vote on their favorites. A Charrette should be planned for the middle of May, and present a schematic design sometime in late June. There was a discussion as to the advertising the Charrette. Deb will contact Tim Butterworth, who previously worked on the Public Relation Task Force for his help. The committee discussed putting up fliers, making phone calls and putting an ad in the paper. Neil expressed concern to make sure that the committee communicated that this Charrette is

strictly to discuss the look and not the schematic design. Steve felt that it was a mistake in showing 4 locations at the last Charrette with a list of positives and negatives.

There was a discussion as to the building being 1 story or 2. Andrew explained that he is not comfortable using a lulu elevator, and the last time they put in an elevator it cost around \$80,000. The firm has done a cost analysis on 1 versus 2 story and it is more expensive to do a 2 story. Charles explained that to have a successful Charrette it is important to have 2 sessions. The 1st session the firm listens and the 2nd session which happens a week or so later, the firm comes back with some ideas from the previous meeting.

Andrew questioned if there was anyone the committee wanted to add to the firm's list of Stakeholders. Neil would like to add the Historical Society. Mary Gold, Barbara Girs and Ed Cheever, Betsy Chickering will also be added. There was a discussion on the future use of the current Town Office building. Neil stated that this building maybe historical and must be handled as a separate issue later. Rick mentioned that he would be out of the office next week, and any communication should be sent through Steve. Neil mentioned that Charles and Andrew should look at the master plan.

Andrew will be presenting at the Charrette with a projector and screens. Rick noted that there is no Internet access at the Town Hall. Steve will do the official welcome and will be the referee. There was discussion that in the official welcome, Steve should reiterate that nothing is set. Andrew mentioned having a pledge to participate sign in sheet.

Andrew took the committee over the building program. The Police Department program will be discussed at a later time when Lester is present. Rick noted that on page 4 of the program summary, under the general comments that note d is not mentioned in the above description.

Andrew explained that the program summary was compiled with the information received from the Banwell list. Rick noted that on page 7 of the Town Office program, note b and c should be listed under the Town Clerk Office description. Charles asked how secure things should be. Rick mentioned that the Town Clerks office should be the most secure and should be accessed only by the Town Clerk. Rick also explained that the Town Clerks office has the most traffic. Charles mentioned that many other towns do town office transactions thru windows. Rick would like to have this comment addressed when Lester is present. There was a discussion on storage and security. Shirley mentioned that she will need secure storage with moisture control, so as to preserve older documents. Shirley noted that she would like to have a space for genealogy research. Neil mentioned that she could go through the existing Town Office back room storage and see if anything could be relocated to the Friedsam Building. Andrew mentioned that the firm would like to have a summary of exactly what each department needs. Rick questioned how many people would the new meeting room hold. Charles explained that the next step of the schematic design would be to diagram each room to make sure the space requirements are met. Steve and Rick asked that the firm please let the committee know if something doesn't size up correctly. Charles mentioned that he already noticed that the space requested for the Chief of Police looks too small to fit all of the requirements. There was a discussion that the Public Reception room looked large. The Public Reception room is intended for the secretary, file cabinets, town maps and public property records. Rick noted that traffic for the Town Clerk and Tax Collector should not

go through the Public Reception room. Rick noted that the Foyer to the Meeting/Function Room should be in near proximity of each other but not necessarily adjacent. The Town Administrators office should be adjacent to the Public Reception room. There was a discussion of the OEM room and a space needed to run drills. Rick thought that the basement could be an area to store supplies and the drills could be run out of the Meeting/Function Room, and a small office space will be needed as well. Andrew asked for a good description of the OEM office. Rick noted that he had applied for a grant for a cistern for the new building. Charles mentioned putting the OEM office space in with the PD space.

Minutes:

Rick made a motion to accept the minutes from the March 27, 2006 meeting and was 2nd by Steve. The motion carried.

There was a lengthy discussion on the date for the Charrette. The Charrette date was set to Saturday, May 20th from 9 – 2 pm for session 1 with session 2 set for Tuesday May 30th at 7 pm. Charles mentioned using surveyors tape to pre-tape the site of the potential building. Andrew gave a site plan to Rick. The committee took a moment to look over the site plan.

The next Town Office Committee meeting has been set for Tuesday, May 2nd at 5:00 pm at the Weller & Michal office on the 2nd floor of the Colony Mill in Keene.

Neil feels that the Charrette should start being advertised around May 8th. Deb will get a hold of Tim Butterworth and ask him to attend the May 2nd meeting.

Andrew will start meeting with each department on Thursday to access their needs.

Rick made a motion to adjourn the meeting at 8:50 pm and was 2nd by Shirley. Meeting adjourned.

Respectfully submitted,

Jody Moreau
Town Office Committee Secretary