

**TOWN OFFICE COMMITTEE  
MEETING MINUTES  
JULY 11, 2005**

Present: Steve Pro, Rick Carrier, Lester Fairbanks (arrived 6:45 PM), Deb Hogancamp, Ingrid Moulton, Banwell Architect

Absent: Susan Lawson-Kelleher, Marty Mahoney, Shirley Philbrick, Neil Jenness

**The Committee wants to Congratulate Jody and Gary Moreau on the birth of their daughter Emily Claire.**

Discussion

Moulton began the meeting at 6:05 PM.

Moulton advised the cost spreadsheet was reviewed with the civil engineer, and provided detailed site costs and renovation costs for each option to the committee members. A preliminary site plan for option B was also available for the committee.

The committee will meet July 18, 2005 and July 25, 2005 at 5:30 PM as the deadline is fast approaching. A member of the committee will present the proposal to the Board of Selectmen.

Discussion on the options included:

- A:     *Existing TO with addition and new PD on existing site*     \$ 1,636,290
- *No renovation costs are included in this estimate. Prices can vary from \$15 to \$50 per sq. ft depending on what specifics are desired.*
  - *No elevator costs (\$30,000 - \$35,000) are included in this estimate.*
  - *20+/- parking spaces may need to be added for more accurate pricing comparisons. This may be something to pursue in the future on a separate parcel.*
- B:     *New TO & PD on new site with connected buildings*     \$ 2,202,339
- *The next draft proposal will show a PD reduction of 340-sq. ft. from an entryway, restroom, and meeting room.*
  - *Added landscaping for a buffer for the school's playground at \$2500*
  - *Renovations on the building removed, as these costs are not needed. Reducing \$192,000 from this option.*
- C:     *Existing TO with an addition off back. PD on new site*     \$ 1,671,735
- *Add elevator, sprinkler system, fresh air ductwork, electrical system, etc.*
  - *Add \$25 s/f added for finishes and structural upgrades*
  - *Technology is \$0 as existing computers will be utilized.*

*D: New PD on existing site and new TO on new site \$ 2,138,805*

- *Added landscaping for playground at \$2500*
- *Add D – Other potential costs with A: Demo B: Renovate to give the option to the townspeople to decide on what to do with the Town Office building.*

Storage will not be shared. Moulton shared information on other PD's with similar needs as the Town.

Safety needs at the Town Offices was discussed and will be reviewed later.

A question about any permits that may be required. A Site Specific permit may be required if over an acre is disturbed.

Furniture & Equipment allowance will be at \$10,000 for all options.

The New Construction line for the PD will reflect a change to 180 \$/sf. Mechanical system upgrades will be looked into for details of what is included in this \$/sf.

Moulton advised the allowances were best guesses and she would welcome any revisions.

The line for hazardous material abatement will be determined later.

The revisions to the project budget draft options will be available for the committee to review for Friday.

The Committee voted to approve the minutes of June 27<sup>th</sup>.

Adjournment: *Fairbanks moved to adjourn at 7:50 PM. Pro seconded the motion, which unanimously carried.*

Respectfully Submitted,

*Elaine H Blake*  
Secretary