

**TOWN OFFICE COMMITTEE
MEETING MINUTES
JULY 18, 2005**

Present: Rick Carrier, Lester Fairbanks, Ingrid Moulton, Banwell Architect, Shirley Philbrick, and Neil Jenness

Absent: Susan Lawson-Kelleher, Marty Mahoney, Deb Hogancamp, and Steve Pro

Discussion

Moulton began the meeting at 6:05 PM.

Fairbanks stated the PD electrical has uneven voltage questioned what standard was used to verify the status of the electrical. Moulton will put in to upgrade the electrical at the PD.

Moulton advised the budget has been updated to reflect the changes from the last meeting. Carrier submitted packets of the revisions, which have been reviewed by the committee members.

Costs were reduced by a sq. ft. cost at the new PD. OEM was added. Option B was reduced, as some area will be shared.

The most cost efficient is option B. Renovations or demolition costs are not included. Costs for Energy efficiency are also available in the summary of options.

The report will include the following:

- ❖ Purpose statement
- ❖ Executive summary
- ❖ Floor plans (does not include the 2nd floor as the space is unoccupied)
- ❖ Existing conditions
- ❖ Engineering report
- ❖ Programs
- ❖ Charrette notes
- ❖ Options
- ❖ Minutes

The possibility of new option E was a discussed following the charrette discussion with a new PD on a new site using \$150,000 land acquisition costs. This will be added to the cost spreadsheet. These will be added to Option C - Other Potential Costs and no new option will be created at this time. Fairbanks will look into a range and get back to Moulton.

A recommendation will be made following a full committee vote. The consensus at the time is on option B for the combined buildings.

The next meeting will be held at the Town Office Building on Monday, July 25, 2005 at 6:00 PM.

Minutes

Carrier moved to accept the minutes as amended from July 18, 2005. Fairbanks seconded the motion, which unanimously carried.

Adjournment: *Carrier moved to adjourn at 6:45 PM. Philbrick seconded the motion, which unanimously carried.*

Respectfully Submitted,

Elaine H Blake
Secretary