

**TOWN OFFICE COMMITTEE
MEETING MINUTES
June 7, 2006**

Present: Steve Pro; Chairman, Rick Carrier, Lester Fairbanks, Nelson Fegley, Neil Jenness, Deb Hogancamp

Absent: Shirley Philbrick

Weller & Michal Architects: Charles Michal and Andrew Saffron

Stevens Associates: Bob Stevens

WV Engineering: Wayne Whippie

Steve called the meeting to order at 5:00 pm, and turned the meeting over to Charles.

Discussion:

Charles ran down the agenda that he had prepared. The committee reviewed the work schedule chart and it was noted that we are 2 weeks behind the initial schedule.

The committee discussed the Construction Manager interview process and invited a representative from Weller & Michal to the interviews on June 12th.

Andrew handed out an updated Building Program, which showed tentative layouts of the rooms and asked the committee to review with office staff and report back to Andrew with any changes. W&M requested final approval by June 16th.

Discussion centered on the two meeting rooms proposed. It was noted that one meeting room has public access for committee meetings, etc., and the other one was private for police and OEM. It was decided 2 rooms were necessary.

There was discussion on the input received from the charrettes. A lot of interesting ideas and comments were heard at these. A one floor combined facility will be pursued. The original site was selected. There was consensus that the original drive/parking access would be just south of the fire station. It was decided to pursue items that would have a 10-15 year payback. It was decided to increase building budget 5% for green design and 5% for aesthetics.

The parking lot was discussion. Bob Stevens would like to follow up with Road Agent Bart Bevis and Assistant Principal Sharyn D'Eon next week to get their input.

The next meeting of the committee was set for Tuesday, June 27th at Weller & Michal's office at 5:00 p.m. Nelson left the meeting.

The basement was discussed. Charles noted that this facility may not have a basement. Rick questioned where mechanical facilities would be located. Rick noted that an outside fuel oil tank was unacceptable to him. The committee recommended that there will be 500+/- square feet underground for non-habitable storage plus mechanical space.

The idea of having a cistern to catch rainwater and use that water for toilets, etc. Charles noted that the added cost for this project would exceed the minimum benefit that would be received. Neil noted that a cistern for fire fighting capability should be considered. Rick has applied for a grant for this and is waiting to hear back if it has been accepted.

Rick also mentioned that PSNH might have grants available for this project. Andrew and Charles noted that they will work with PSNH to see what is available for this project.

There was a motion to adjourn at 7:30 pm.

Respectfully submitted,

Rick Carrier