

**TOWN OFFICE COMMITTEE  
MEETING MINUTES  
October 30, 2006**

Present: Rick Carrier, Lester Fairbanks, Shirley Philbrick (left at 5:00 p.m.), Neil Jenness, Deb Hogancamp,

Absent: Nelson Fegley, Steve Pro

Guest: Peter Brady

Rick called the meeting to order at 4:10 pm.

**Minutes:**

The committee approved the minutes of September 13<sup>th</sup> as written.

**Discussion:**

Peter Brady – Peter was surprised to hear the total cost of \$2.6 million that was presented at the last charrette. Lester explained that there is different construction needs for an office building as opposed to the construction of his commercial building, with factors being the need of designing for offices, public meeting rooms and secure areas for the police department. Lester gave Peter an overview of the committee's activities for the past 3 to 4 years, including the Needs Assessment, hiring process for an architect and selection process for a construction manager and how the committee has reached the current status of the design phase. Neil pointed out that any money spent to date on the project has been approved at Town Meeting, not at the charrettes. Peter thanked the committee for taking the time to meet with him and left the meeting.

The committee reviewed both Chet Greenwood's (Code Enforcement Officer) and Andrew Safran's (Architect) memo regarding the submitted design development drawings and specifications. The committee addressed the items in the order presented in Andrew's memo.

Oil/Water separator for the Sallyport – The committee voted unanimously to do away with the oil/water separator and have the sallyport floor slope so water can drain outside.

Suspended ceiling – The committee will request a cost differential between the 2'X2" and 2'X4' ceiling tile before making a decision on this issue.

Skylights – The committee voted to remove the skylights from the plan due to concerns with cost and future maintenance.

Cupola – The committee accepted Andrew's recommendation to switch to a prefabricated fiberglass cupola. The committee would like to incorporate the weathervane on the current police department to the new building. Rick will pass this information along to the architect.

Rick mentioned that the committee will need to present information to the Budget Committee, probably at the Budget Committee's December meeting.

The meeting adjourned at 5:25 pm.

Respectfully submitted,

Rick Carrier