

Municipal Building Working Group  
Thursday August 21<sup>st</sup>, 2014  
Steele Block 2<sup>nd</sup> Floor Conference Room

Present: B. Farr, H. Grenier, C. Viens, Z. Gordon, A. Nelson, M. Kasamatsu, T. Wood

The meeting was called to order at 2:10 p.m.

**PROCESS OVERVIEW/SCHEDULE:**

The meeting agenda was reviewed by the Group. B. Farr added a discussion of the environmental review to the agenda.

**ENVIRONMENTAL UPDATE:**

B. Farr stated that the environmental reports were updated according to Kate Fournier's detailed requirements and submitted. There will be an estimated two week response time from the State. Once approval is received, the Town must release final public notice, then the State will be able to release the funds, and team can start the construction manager selection process, which will go to Select Board for approval.

T. Wood asked if there were any comments from the public after the public notices were published. B. Farr stated that no public comments were submitted.

**HVAC SYSTEMS SELECTION PROCESS**

A. Nelson noted that Sheryl Graves of Efficiency Vermont requested more information to formulate financial incentives; however she has the majority of the information required for the incentives process. He commented that all of the HVAC systems designs are completed and that the Group will need pricing before the final decision can be made. A. Nelson stated that he will wait on involving mechanical engineers until a construction manager has been chosen.

B. Farr noted that Recreation Director Chad Ummel expressed support of the geothermal wells, but his support is contingent on the timing of the well drilling and the duration of the disturbance. She also stated that the Group should discuss the well drilling sites with representatives from the Land and Water Conservation Fund. C. Viens asked about the cost of a geothermal system, the water needs and well yields. Since this matter was discussed at the August 11<sup>th</sup> meeting, it was decided that A. Nelson would update C. Viens after the meeting adjourned.

H. Grenier asked if the wells could be drilled into the bank, approximately 15 feet away, and A. Nelson determined this could be an option with a small additional cost to the project.

**FINAL PROGRAM LAYOUT DESIGN REVIEW**

A. Nelson stated that the project design is 95% complete. A. Nelson and C. Viens discussed soil infiltration systems and concluded that the leech fields will be sufficient mechanisms to catch runoff and that there will not be a filtration system underneath asphalt.

A. Nelson stated that constructing an amphitheater that faces the recreation field is no longer a viable option and is being omitted from the design plan.

B. Farr discussed her meeting with Recreation Director Chad Ummel and stated that he would approve of a potential amphitheater (which is no longer in consideration).

The Group discussed lighting in the parking lot. B. Farr and T. Wood voiced a concern that there was a section of the parking lot that was not well enough lit, so it was decided that a light pole will be added to the parking lot and that it will face the Municipal Building so that there will not be any spill over into the neighborhood.

M. Kasamatsu asked if the electrical wiring in the Janes House will be removed during construction. A. Nelson stated that if the wiring is knob-and-tube it will be removed. M. Kasamatsu asked for the light over the entrance to the Janes House (current entrance) be relocated due to its inaccessibility.

### **HISTORIC PRESERVATION SCOPE**

A. Nelson has not had time to complete the historic preservation scope yet.

### **START THINKING ABOUT CONSTRUCTION MANAGER SELECTION PROCESS**

A. Nelson stated that it would be preferable to select a construction manager from current pool of bidders instead of asking for more information or putting the position up to bid again. C. Viens commented that it would be efficient to assess which firms are still interested in the project, receive updated quotes, and choose the construction manager based on the updated information. A. Nelson noted that the construction managers should not be allowed to raise their prices for the new submission of quotes, and if they do they will be dismissed from the selection process.

T. Wood and A. Nelson stated that it is necessary to choose the construction manager as soon as possible as to conserve funds. Additionally, this will prevent the need to change the project plans to accommodate the construction manager's needs after the plans have been approved and finalized. A. Nelson also noted that a construction start date cannot be determined until a construction manager has been chosen and involved in the project. A. Nelson also hopes to finish the design process by the start of winter. B. Farr stated that the construction manager will be chosen by October 1<sup>st</sup>, 2014 and that all of the permits should be approved by November.

B. Farr stated that the Select Board will meet on September 2<sup>nd</sup>, 2014 and that hopefully the grant agreement will be signed by either the Select Board meeting on September 2<sup>nd</sup> or September 15<sup>th</sup>. B. Farr also noted that Anne Kroll and Kate Fournier stated that the Project Team should not be in communications with construction managers until the grant agreement is signed.

T. Wood voiced concerns that time may be limited at the September Select Board meetings because VTrans is planning on presenting traffic patterns in regards to road construction.

## **MISCELLANEOUS ITEMS**

B. Farr noted that the Flood Recovery Team will be reapplying for a \$100,000 grant that was originally rejected.

Andrea Murray of VIA is working on select interior designs. Others will be addressed once the budgeting process is further underway.

H. Grenier is concerned about moving glass cases in the second floor of the Janes House during the construction process. She requested that they be moved to the center of the room and covered with canvas. A. Nelson approved and added the detail to the project plan.

It was noted that the Group needs to discuss power poles with Green Mountain Power.

Energy tax credits were discussed and the issue was raised that a geothermal system may yield tax credits, however the credits may only apply to private residents and businesses and municipalities may not be eligible.

A. Nelson has submitted the four local permits required, however S. Lotspeich needs more information. A. Nelson will add necessary information and resubmit permit applications. A. Tuscany signed local permits in B. Shepeluk's absence. A. Nelson agreed that VIA will pay permitting fees and will be reimbursed when funding is approved.

The next meeting is tentatively scheduled for Thursday September 4<sup>th</sup> at 2:00 p.m. This meeting may not be necessary depending on project developments.

The meeting ended at 3:27 p.m.