

Town Hall Construction Committee
6/2/15 Meeting Minutes
7:30 a.m. – Interim Town Hall Meeting Room

Members present: Laura Andrews, Bill Barton, Al Combs, Jack Guswa, Rick Maiore. Absent: Pablo Carbonell. Others present: Tim Bragan (Town Admin.), Marie Sobalvarro (Assist. Town Admin.)

Rick called the meeting to order at 7:30 a.m. and the committee approved the 5/20 minutes.

Town Administrator Report: Open issues from 6/1 construction discussion

- Front swinging doors – current design is for one 2’ and one 3’ door, which does not match the building design aesthetically. After discussion, on Bill’s motion and Al’s second, the committee voted for two 2 ½’ doors that swing into the office using dual activation, if approved by the fire chief. Tim will follow up.
- Second floor, west, front window – with the fire escape gone that area of the building has one window above a solid wall. Options are to remove the existing window, which has no functional use; add a window below to balance the space; or replace the existing window with a new window when the rest of the windows are replaced. Marie will follow up on the cost of removing the window or replacing it.
- Lift – height – continued discussion about pursuing a variance so the lift can travel 12’ 3” instead of the limited 12’. Tim is following up with LLB.
- Lift – fire-rated shaft – need clarification of the code. Current design does not include a fire-rated shaft because the lift passes only one floor. Tim will follow up with LLB, the fire chief, building inspector, and contractor.
- Fire Code changes – need clarification of code since the state fire marshal is requesting changes to the fire suppression and fire alarm systems, including more lights, alarms, and 6” pipe rather than 4”. Tim will follow up with LLB, the OPM, the fire chief, and the Red Team.
- Cupola – the existing 8 x 8s on the four corners of the cupola go through the roof and GVW questioned including them in the structure. The Red Team will work with GVW to come up with a plan on how to connect the cupola.
- Office layout of back section of first floor – Tim showed plan details to use the space more flexibly. The committee approved the plan.

Contractor Construction Progress Meetings: The 8:30 a.m. Wednesday meeting time has been changed to 9:30 a.m., which does not work for some members of the Red Team. In addition, several of the committee cannot meet twice a week. The preferred meeting day for THCC is Monday. Rick and Tim will work with LLB and GVW to reach an agreement.

Baseline Schedule and Milestones: To date, the committee has received only Two-Week Look Ahead reports. Tim and the Red Team are working with GVW to get a baseline schedule and milestones.

Project Reporting to the Community Preservation Committee: Rick said the THCC needs to give a project status and tracking report to the CPC twice a year. He, Jack, and Laura will draft a report and send a copy to the Historical Commission.

Rules of the committee were suspended to allow the meeting to continue past 8:30 a.m.

Project Reporting to the Public: tabled for further discussion

Hildreth House: Rick asked if anyone had an issue with a potential new member of the committee. Nobody had.

Next meeting: Monday, June 8, 7:30 a.m. in the Hapgood Room.

Rick adjourned the meeting at 8:45 a.m.

Laura Andrews, recorder