

## **Moeller Home Building Committee Meeting Minutes**

### **May 6, 2004 1:30 p.m.**

### **Community Center**

Members present were Chairperson Perry Cornwall, Melvin McOmer, Peter Kalousdian, Kathleen Bagley, Director, Recreation and Parks Department and Brian O'Connor, Chief Building Inspector. Staff member present was Salvatore Cucia, Assistant Director, Recreation and Parks Department. Representing the architect was Melissa Saucier from Moser Pilon Nelson.

Chairperson Perry Cornwall opened the meeting at 1:30 p.m. at the Community Center. He welcomed Melissa Saucier to the meeting.

#### 1. Public Comments.

No comments.

#### 2. [Minutes - April 1, 2004.](#)

Brian O'Connor moved to accept the minutes. The motion was seconded by Kathy Bagley and passed unanimously.

#### 3. Architect's Report.

Chairperson Cornwall invited Melissa Saucier to give an update on the status of the design for the Moeller Home. Melissa asked committee members to discuss some issues relevant to preparing the bid specifications.

- a. Will the contractor disassemble the log cabin and re-assemble it at the new Moeller Home or will volunteers do this project? Committee members decided to have volunteers do the project after inspecting the log cabin in the Nature Center. Upon further discussion, the Committee decided to include this item as an alternate.
- b. Melissa reported that the exterior building window is larger than the log cabin pretend window. Does the committee want the pretend window to be enlarged to match the exterior window in the building? Ms. Bagley will contact Laura Briggs, Nature Center Director, to get her answer regarding this question.
- c. Melissa explained that the log cabin door will need to swing in to the log cabin from the main room. It currently swings out. Members had no problem with this door realignment.
- d. Melissa asked if the sink locations in the mammal and reptile rooms were appropriate. Ms. Bagley will contact Laura Briggs to determine this response.
- e. The architect wanted to know if the town wanted to keep the appliances in the kitchen. Ms. Bagley will check with the maintenance department to see if the appliances are worth keeping.

Ms. Bagley will get back to the architect regarding the above issues.

#### 4. Report on Planning and Zoning Commission Meeting.

Chairperson Cornwall gave a brief report to committee members on the presentation to the Planning and Zoning Commission. Chairperson Cornwall reported that the Planning and Zoning Commission approved the design and site review for the Moeller Home. Ms. Bagley reported that the Commission had some stipulations. These items included:

- a. Making sure two handicapped parking places are installed in the main parking lot adjacent to the building.
- b. Improve parking lot surface.
- c. Provide town staff with details for the proposed parking lot lights.

#### 5. New Business.

a. Approval of architect's first payment invoice # 13544.

A motion was made by Peter Kalousdian to approve the architect's payment in the amount of \$6,973.40 for invoice #13544 dated March 31, 2004. The motion was seconded by Mel McOmber and voted unanimously.

b. Approval of architect's second payment invoice # 13582.

Brian O'Connor moved to approve the architect's second payment in the amount of \$9,917.60 for invoice #13582 dated April 20, 2004. The motion was seconded by Mel McOmber and voted unanimously.

c. Ms. Bagley distributed a report from Enviro Science Consultants regarding inspection, design and project monitoring for hazardous materials at the Moeller building. Ms. Bagley reported that she met with this consultant to develop a cost for the survey of hazardous materials in Moeller Home. The consultant provided a report of all the work necessary to identify the hazardous material, develop construction documents for removal and project monitoring of the removal. The cost for the survey itself is \$1,820. Committee members agreed to proceed with the hazardous material survey and requested Ms. Bagley contact this firm to have the work completed.

d. Generator.

Committee members discussed the existing generator on the property along with the oil tank that feeds into the generator. Committee members thought it might be a good idea to remove both items if a new generator is installed.

e. Rebates for Utilities.

Committee members asked staff to look into the opportunity of getting rebates for the utilities at the Moeller building. Committee members suggested the utility companies might have programs available if energy efficient equipment is installed. Companies might provide rebates for encouraging this conservation. Ms. Bagley will investigate this issue.

f. Adjournment.

Meeting adjourned at 3:00 p.m.