

Parmelee Farm Steering Committee

Special Meeting Minutes - January 12, 2012

The Special Meeting of the Parmelee Farm Steering Committee was called to order by Chairman Tim Gannon at 7:00 P.M.

Members in attendance: Terry Doyle, Doug Ewers, Peg Scofield, Tim Gannon and Linda Dudek.

Note: Doug Ewers left the meeting at 7:30 P.M. and Richard Pleines joined the meeting at 8:05 P.M.

Discussion on the questions regarding the RFP received from Laura Boyer of Nelson Edwards Company Architects LLC took place.

Peg Scofield noted that the RFP specifically stated "only submissions by firms experienced in STEAP grant projects will be considered." The members agreed that if no firms (that apply) met this qualification, the Steering Committee would rework the RFP and it would be sent to bid again.

Tim Gannon read from a submission by Joseph Hutchins regarding the questions being discussed.

Tim reported that he had spoken to Jim McDonald, the Fire Marshall, regarding the load capacity (people) of the rooms and storage. The Fire Marshall noted that there can be no storage of flammable or highly combustible materials. The Historical Society does not have any such materials. Only office type materials and items from their archives will be stored in the building. Mr. McDonald will visit the house next week to measure the rooms and determine standing and seating capacity. He will need to have the Historical Society provide him with information on what items will be in the rooms as that will affect the load capacity for standing and seated. Mr. McDonald noted that nothing can be stored in the hallways and a second way to exit the building must be approved.

Regarding the question of who developed the budget that was in the STEAP application, the group noted that MLUC developed those figures.

A question regarding the use of the second floor for "business use" and the structural support noted in the Conditions Assessment Report was discussed. The Steering Committee noted that Noyes-Vogt made the structural recommendations. It will be up to the architects to determine if this will be necessary. The Historical Society does not intend to place a heavy load in any of the upstairs rooms.

It was noted that the Building Official has not been contacted regarding a sole upstairs bathroom. No Hazmat Survey has been done on the farmhouse. The Building Official will need to be contacted to find out if this survey must be done.

Peg Scofield reported that the town's insurance requirements are now on the town website. Bid documents are not on the site.

Some questions couldn't be answered until we speak to the building officials next week. Copies of the final answers will be sent to all the committee members as well as all the architects.

Peg Scofield made the motion to adjourn the meeting. Seconded by Terry Doyle. Meeting adjourned at 8:30 P.M.

Respectfully submitted,

Linda M. Dudek, Acting Secretary