

## **Town Office Building Committee**

### **Special Meeting on Thursday, March 28, 2013**

In attendance: Jim Lally, George Keithan, David Gross, Kate Novick, Daniel Haas, Scott Perry, Cathy Iino (ex officio), Gina Regolo, Carol Reimers, Todd Hajek - KVFD

Also present: Don McDougal - Director of Emergency management, Chief Dick Bauer - KVFD, Todd Hajek -KVFD

Absent: All committee members were present, Brian Humes of Jacunski Humes

Chairman Jim Lally called the meeting to order at 7:04 p.m.

David Gross made a motion to approve the minutes of the meeting held on March 7, 2013. Jim Lally seconded the motion. The committee had a spirited discussion regarding the operational and maintenance costs as it regards to timing and responsibility. Scott disagreed with the way the minutes represented his tasks, duties and efforts. Scott felt inadequate direction was given, so he could not properly complete this task, and since the final plan was not selected, he could not start his work. There was disagreement amongst members with Scott's statements. Moving forward, Scott has agreed to take on this task once the final plan has been selected. He will compare the final plan to the existing building. This comparison will demonstrate the current operation and maintenance costs to the proposed operation and maintenance cost. He will need input from the Architect and historical data from the town to complete this task. All agreed and the motion was amended to reflect the above modification. The motion carried unanimously.

The committee has attempted to properly identify the different plans which Brian has presented over the last few months. We have elected to use the following qualifiers:

- Plan A – The two story barn structure rejected by the town.
- Plan B – The single story structure with substantial site renovations and the most traffic interference with the fire departments.
- Plan B2 – The single story structure with less site work and reduced traffic flow conflict with the fire department.
- Plan B3 – A new plan [see attached] yet to be completed which would not pass north of the “red line” with any site or building work. This red line is approximately on the south side of the fire departments parking area. This plan would be a single story structure, with a basement. The traffic flow for the town hall would stay south of the red line. The main reason for this plan is to determine if there is a cost savings from plan C; since plan C is \$500,000 more than plan B2.
- Plan C – The two story structure replacing the modular building, which was presented to the committee on March 7<sup>th</sup>.

Dick presented the KVFD concerns with the shared driveway plans, which we are now calling Plan B and B2.

- Paramount is the safety of the first responders while running into and out of the fire house. He is concerned that they could be struck by visitors or town employees.

- Potential safety and response time delays because of town office visitors and congestion as trucks leave the building.
- Limitations of expansion capabilities of the fire house towards the south

Dan suggested several different schemes for how to get into the town hall while eliminating the conflicting traffic flow. We discussed driveways into the town hall from the transfer station, through a covered area between buildings and to the south of the town hall. These were all discussed and ultimately dismissed because of potential safety concerns, potentially higher costs and less desirable entrance alternatives. At the conclusion of this, the committee agreed that Plan B and B2 would no longer be viable.

It was reported by Scott that RSD 17 is discussing the possibility of having the trooper's office in KES. The trooper would also need an office or conference space in the town hall to process other complaints. This will be voted on by RSD 17, but we are not sure how it will affect the final plan in the building at this time.

Carol wondered if we shouldn't be taking a step back, and allow some of these issues to be resolved. The committee discussed this and felt that there have been many studies in the past, and that further delay will require more temporary money to be spent on the modular buildings and we may possibly lose the \$500,000 EOC grant if we don't move swiftly.

There was a broad discussion about re-configuring the building for minimizing cost vs total square footage needs. The committee directed George to speak to Brian about this. One possible way is to create a plan B3. This plan is a single story structure, with a roadway to the north of the building, but south of the red line. The hope is this may have a lower cost than plan C. The caution expressed is that we may now have more site work costs due to grading and driveway work. George will contact Brian and have him investigate this possibility. If Brian feels there would be a potential cost savings, we will ask him to prepare a schematic plan and prepare a cost estimate. If he feels there will be no savings, we will not ask him to move on this further. If there is an added cost for Brian to complete this work, the committee has authorized up to \$1500 for additional services.

The committee has directed George to contact Brian and to direct Brian to prepare a cost estimate for plan C. We will need this estimate prior to our next meeting. Within this estimate, we would like to see the costs break down for the two story options. Items such as elevators, stairs, and redundant restrooms should be identified. We also want to understand the costs of the larger meeting room vs a smaller meeting room. This way we can identify the cost premium for this space and related needs.

The next scheduled meeting is scheduled for Thursday, April 18, 2013. Subsequent to our meeting, I spoke with Brian about obtaining the estimate by this meeting date. Brian is NOT able to complete the cost estimate by April 18<sup>th</sup>, but will be able to have the estimate for April 25<sup>th</sup>. We therefore will be cancelling the April 18<sup>th</sup> meeting and replacing it with a Special meeting on April 25<sup>th</sup>. An official notice will follow. The meeting adjourned at 8.26 p.m.

Respectfully submitted,

George V Keithan

Acting Recording Secretary