

MUNICIPAL BUILDING COMMITTEE MEETING MINUTES 4/09/2020

Meeting conducted online via Zoom, commencing at 7:10 pm.

In attendance: Stephen, Will, Peter, Heather, Deb, Jere, Melanie, Chris, Leah

- Chris kicked off the meeting by providing a project status update. The COVID outbreak slowed down the bid process for design/build contractors, but we are still roughly on schedule.
- The committee reviewed the Design-Build MEP sub-contractor recommendations provided by Naylor & Breen. Four firms bid on the Mechanical & Plumbing Work, while two firms bid on the Electrical. We will be moving forward with BRMS for Mechanical/Plumbing work and RVG for Electrical. ESV will provide engineering services for all MEP functions.
- Based on the lowest bids received, we are currently approximately \$47k under budget for MEP. So far we haven't had to use any of the budgeted contingency fees. Roughly one third of the budget line items should be finalized by the end of April.
- Chris reported that we are on schedule in preparing design and development drawings. They should be wrapped up by the 3rd week in April.
- The permitting process is underway. Applications will be submitted soon for the shared well.
The application for a conditional use permit from the Development Review Board was submitted on March 24th, with a hearing which was scheduled for April 14th, but cancelled due to COVID-19. The DRB will need to agree to conduct the meeting online, which will require sharing printed materials with the Board in advance. A future hearing is to be scheduled. Stephen and Chris will work to help establish a new hearing date and provide materials needed to facilitate a remote hearing.
- Stephen has initiated the shared use agreement for sharing the Church well.
- The bond application is due by May 1st. Steve is working on it. We won't know the final interest rate on the bond until July.
- The Committee discussed several design details. There have been further refinements but no major changes to the plans since our last Committee meeting.
- Chris, Leah and Peter met via Zoom prior to this committee meeting to discuss specific needs for the upper-level Community Room and Meeting/Conference Room. An annotated floor diagram with notes from that meeting is attached to these minutes for

other committee members to review.

- According to building code, we will only be required to have two restrooms for the building, but will proceed with the plan for two upstairs and one downstairs.
- The Division of Fire Safety has given approval to re-use the vault door from the current town hall.
- We won't need a pump station for the septic system, so it can be gravity-fed, avoiding that extra expense.
- It was noted that a meeting with Bellwether, GMP, and the Energy Committee was cancelled due to COVID-19. Another opportunity to meet will be reviewed at a later date.
- Bellwether initiated a review of furniture needs for the new building with a vendor. Although selection of furniture fixtures and equipment is not in BA scope of work, they are helping to get the furniture needs identified.
- We have received a proposal from Pella for windows. Other finish decisions can wait for a month or so. Interior finishes of building will be selected to incorporate these considerations:
 - opportunities to use local wood for flooring/trim, as well as tables and chairs built by local craftspeople
 - use of Monkton quartzite
 - intention to avoid carpeting products that produce significant off-gassing
- We need to do a Front Porch Forum progress update soon, and providing Tanner's name as our Naylor & Breen contact. As things progress, we'll do regular construction status updates.
- Melanie was acknowledged for carrying the lion's share of responsibility for recording minutes of our committee meetings for the past three years. Thanks, Melanie!
- **Next Committee Meeting scheduled for Thursday, May 7th at 7:00 pm via Zoom.**

Meeting adjourned at 8:10 pm

Respectfully submitted,

Peter Straube
Rotating Deputy Secretary
Municipal Building Committee