



meeting minutes #4 DD

architecture

engineering

management

project name: Town of Monterey
Library Addition

project no.: tom-4020

meeting date: 01.02.18

issue date: 01.12.18

present:

Mark Makuc-Library Director, Dan Pallotta-Project Manager, Mickey Jervas, Lisa Smyle & John Higgins-Trustees, Kenn Basler-Selectman, Julie Shapiro-citizen, Marc Volk-Foresight, Tim Eagles, Dawn Eagles & Rebecca Tamol-Kay-edm

distribution: Attendees & Monterey Library Board of Trustees

Review of Meeting Minutes #2DD from 11/14/17, minutes approved. Meeting Minutes #3DD 12/05/17 approved with revisions: *Shannon Amidon Castille-Trustee, electrical outlets at front plaza & concrete pinned wheelstops in parking lot.*

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Site Plan Discussion:

- A special permit will be needed to cover the retaining wall, parking lot and new addition within 75' of the river setback.
- Mark Makuc will complete the ZBA forms and process them with town.
- The walk-in basement door will be at floor level so an inside ramp will not be needed. Exterior walk-way will be lit from deck & building.
- Existing electrical pole in front will need to be moved, possible use of another existing electrical pole across the street to bring electrical to the building. All new electrical will be placed underground to the building. The Town & edm will schedule a meeting with National Grid to discuss.
- Relocation of sign post, town is okay with the move.
- The parking lot will be paved with bituminous material, asphalt.
- Ramp to backyard will be hard surface material, TBD.
- Front & side walkways will be brushed concrete. Front plaza will be concrete with special design/pattern on the sides, possibly a different color than the walks.
- Parking lot guard rail: heavy wood posts and rail.
- Retaining wall around parking lot: Options include block, dry laid stone, concrete wall with formliner finish or stone front finish with 3' footer. Trustees would like to have the estimator cost out the concrete wall with formliner finish and applied stone.
- Trustees would like installation of solid pinned curbing in the parking lot, curbing type TBD.
- HVAC condenser locations TBD
- Size of propane tank to be finalized. edm to provide Town with information on run time of tank sizes (1,000 gallon and 1,500 gallon).

Design Development:

- Roofing for 1931 existing building & new entry addition to be slate look asphalt shingle, color TBD.

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second floor

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- Roofing for the new rear addition will be a membrane material with an alternate estimate cost of metal.
- Siding: Existing 1931 building & new rear addition to be hardi board or boral material, new front entry way to be shaker style.
- Windows: Existing 1931 building wood interior w/fiberglass exterior frame.
- Windows: New addition will have fiberglass frame both interior & exterior.
- Sound absorption in 1931 building: Options include fiberglass panel with fabric or plaster application between existing wood beams on ceiling.
- Finishes in 1931 MP Room: Carpet or wood flooring & painted walls. Beams stay wood finish or painted. Trustees not married to current/original finishes.
- Entry floor will be made of removable walk-off mat to meet LEED credits.
- **edm** to propose finish concepts for both the existing 1931 building as well as the new building for review, exterior and interior.

Circulation Desk/Work Room:

- Counter one level, 34" high counter, allows book carts & bins to fit under. Furniture to be stools for the staff to work at this height.
- Printer/Copier/All-in-one outside room, at the end of counter for public use.
- Middle island/work table 34" high, on wheels for mobility, storage drawers for book cover materials, bins for collecting returned materials (books, dvds, etc.).
- Closet for coats, brooms, vacuum.
- Low shelving along outside wall with toe kick heat register.

LEED Version 4:

- Required Enhanced Commissioning.
- Dan is organizing what needs to be completed.
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Next:

- Complete DD drawings & information for cost estimator.