



meeting minutes #2 DD

architecture

engineering

management

project name: Town of Monterey
Library Addition

project no.: tom-4020

meeting date: 11.14.17

issue date: 11.16.17

present:

Mark Makuc-Library Director, Daniel Pallotta-Project Manager, Mickey Jervas-Trustee, Lisa Smyle-Trustee, Marc Volk-Foresight, Tim Eagles-edm, Rebecca Tamol-Kay-edm

distribution: Attendees & Monterey Library Board of Trustees

Review of Meeting Minutes from the 11/01/17 meeting:

- Add power & data in floorbox for computer/printer use.
- New Single entry doors.
- No additional connection between the Children's Area and Multi-Purpose room.
- No separate office for the Library Director needed at this time, a working space in circulation will be maintained. Group Study Room will be provided with power and data for future use as an office if needed.

Site Plan Discussion:

- The concept of a basement walk-in was discussed. Marc said he could make it work in a location of the current hatch. It would be easier to do this if the basement floor was raised up a foot, but this would not allow sufficient headroom in the basement so the existing elevation will remain with the floor to floor dimension remaining at 10'.
- Extend the foundation by the door to create a retaining wall to allow for regrading of the land.
- A HC accessible path will be created to accommodate access from the parking lot to the basement entry with railings installed as needed.
- The septic wall will be a max. of 4' high, hopefully can be brought down to 2' or even may be able to be graded as only grass.
- Board of Health: Meet with them soon, November/December.
- Conservation Commission: After BOH set up meeting. Need to discuss the redevelopment and betterment to the river front, Wetlands Protection Act.
- Permit needed for retaining wall around parking lot from the Zoning Board of Appeals.
- MASS DOT needs to be contacted regarding curb cuts & moving signs & poles.
- Power will be provided outside at the flag pole, pine tree, front plaza and backyard bench. Outdoor charging pole?
- Removal of the existing front stone path was discussed. No formal resolution was reached.

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Review of the Design Development:

- Entry Vestibule size is good as shown in the Schematic Design submission.
- Leave the existing ceiling in the original 1931 library as is with beams. Will look at different ways to absorb sound and brighten up the room.
- Find a way to reuse the existing saved light pendants from 1931 somewhere in the existing library or new addition. Restore and rewire the pendant lights.
- Attic space can be used to house new MEP equipment.

Architectural Systems Narrative Review:

- Pictures of materials on structures and samples of materials will be collected and review at a future meeting.
- Instead of removing existing paint on the 1931 library remove the existing clapboard and trim and replace with new, exposure to match.
- Replace existing portico columns with new to match.
- Reading Porch skirt to be lattice or other material? TBD
- New Exterior Door will be fiber glass door that looks like a traditional wood door with $\frac{3}{4}$ glass.
- Replacement windows will be either aluminum or fiberglass cladding on the outside.
- New Exterior windows: Double-hung instead of casements? A combination of both? View vs. opening for fresh air.
- Circulation desk hard wood instead of laminate. Place it in a separate procurement for building purposes? TBD
- Sink in the circulation area will move to where the current cabinet is shown, this work area will be for the Library Director.
- Designing of the Circulation Area with the Library Director, staff and trustees will take place during DD.
- Basement stair rails will be painted steel. Exterior handrails to be stainless steel.
- They would like to install a gas insert in to the existing fireplace. Existing 1931 Library chimney needs to be inspected. The brick is cracking by the 2 flues (oil & fire place).

LEED Scorecard Review:

- Send information to the library so the \$1,500 registration fee can be paid to begin the LEED process.

Next Meeting:

- Tuesday, December 5, 2017 at 4 pm.