

## **TOWN HALL BUILDING COMMITTEE MEETING MINUTES**

**MEETING DATE:** Feb 19th

**TIME:** 7 PM

**LOCATION:** Corinth Town Hall

**PRESENT:** Carl Demrow (Chair/SB), John Haney, Chris Groschner, Dan Wing, Dick Kelly, Terry Murphy, Jeff Martin, Patrick Martin, Norm Collette (Secretary). Carl set up Zoom for Shirley but she was not able to attend.

Time: Carl Demrow called the meeting to order at 7PM.

### **AGENDA:**

1. Approve minutes to the last meeting in Jan.
2. Review various research reports etc since the last meeting.  
Structural Engineer/Preservation Trust of Vermont/Architects.
3. Design Options ADA Entrance/Back Eave Wall etc./Jeff Martin/Terry Murphy sketches.
4. Next Steps.
5. Other Business.

### **MINUTES:**

#### **1. Approve minutes to the last meeting.**

John Haney noted the structural engineer we contacted is Clark Agnew of Engineering Ventures, not Venture Engineering. No other comments or changes to the minutes. Chris made a motion to accept the minutes as corrected, Jeff seconded the motion. So carried.

#### **2. Review various research reports etc since the last meeting. Structural Engineer/Preservation Trust of Vermont/Architects.**

On the structural engineer front, Norm reported that the Select Board agreed to fund the \$400 building committee request to hire Clark Agnew of Engineering Ventures to come down for a site visit and look over the building. Clark had said that he will better know how to estimate any follow up report or design costs following this site visit.

Conversation followed about the extent of work he would be doing. John Haney stated that we should make sure that the \$400 fee will cover all of the building versus just part of it. Norm stated that Clark Agnew had said the site visit fee would cover whatever degree of study we would need and help us determine the extent of the study needed. In an earlier conversation with Norm and based on that, Clark had stated that it might be best if they looked at the whole building's structure. All that can be determined during the site visit.

Norm gave a report of the on site meeting & follow up with Preservation Trust of VT (PVT) field manager Jackson Evans of which Carl attended.

Evans was interested in our building projects and with the well preserved historic character of Cookeville village, and was impressed with our town hall & office building.

We looked over the various plans and ideas for the ADA side entrance to the building, the removal of the 50 year old vinyl siding that is falling off in places, discussed the question of if we should be adding insulation to the walls, looked at the need to repair of the eave for a better gutter system, and discussed roof & structural issues.

Jackson said that our choice to hire a structural engineer to look at the building was a good one in that with the large MERP & Paul Bruhn grant we are looking into, it will be important and necessary to have a structural engineers report on the building. He also said that at the least, the PVT would leverage to cover a mini grant of \$500 from the Robert Sincerbeaux Fund to go toward the structural engineer.

He discussed how the PVT has been in talks to possibly take over the MTAP projects and assistance in the implementation of the MERP grants, and if that comes to be, they would be able to help us with every aspect of the MERP grants to include writing the grants, oversight etc.

On the ADA/accessibility design front, he said that if we can give it a week or so to see what happens with their MTAP grant that would be great, and that if we would like to move ahead sooner with design work, he can reach out to some other potential funding sources to help us move ahead with that.

On architect options, Shirley had not gotten back to us on Jay White the architect who did the library, (she has been right out with her work), and John Haney said that architect Chris Smith of Christopher T. Smith, AIA. Who did the firehouse design was not able to do any design work right off but if we needed some design work they could possibly help work something in.

Norm reported that he was in contact with Tim Utt of UTT Architects who had done the Lister Office and old office renovation design for \$3,500 some years ago and was easy to work with & did a fine job on that project. (Tim recently helped with locating structural engineer Clark Agnew).

Tim said that he should be able to do a design for us if we had most of the issues and concepts pinned down, but that he wanted to contact the structural engineer and think on it for a week or so before committing.

PVT also said they can help us locate and find grant funds to help with the design work.

(We will need to choose and retain an architect soon).

### **3. Design Options ADA Entrance/Back Eave Wall etc./Jeff Martin/Terry Murphy sketches.**

Jeff Martin shared his concerns about trying to keep the costs down on the new ADA entrance project so we can better handle the other important projects at hand. He asked if there is a reason that we can not work with the open ramp entrance we have for an entrance now if maintenance keeps it clear, sanded or salted now what is the problem with the open ramp.

He also brought up the option of a thick heated ramp mat he looked into and the fact that the ADA door does not have to be electronic if traffic is under 300 people a day. The town hall traffic is way under that. Terry Murphy confirmed this about the manual door so money can be saved there.

Discussion followed about the electric ramp mat and resulted in that option not being the best for our situation, and then discussed problems with the ramp & entrance now of which there are several that would have to be addressed if we were going to use what we have.

More discussion followed on how we came to the open porch design/That this concept has been approached before/Ramp and entrance need a lot of work and get backed into by cars a lot due to sticking out into the parking lot 12.5 ft/Maintenance important in caring for the ramp as is or with a porch wherein weather would still blow in and the ramp would still need to be maintained/No air lock though the existing set up at least is a good windbreak/Gutter system would still be needed to help keep all the roof water from going under the building and instead head it out the new drainage system.

It was generally agreed that we need to cut the ADA entrance project down in cost, size & complexity.

Terry Murphy shared his design sketch of what the Italianate town hall building could look like with a true Italianate hip roof, to once and for all solve the problem with the flat roof membrane and load issues related to the truss system that we are currently looking into with a structural engineer, and how it would add to the character and future usage possibilities of the building in Cookeville.

Conversations followed covering issues like roof truss cost estimates/the need for gutters on all sides/Adding eave knee braces out back and other additional Italianate feature options if we so desired/The future of the town hall and opening up options for the second floor use with this hip roof concept/Questioned if now is the time to steer in that direction with three of the buildings vinyl sided walls, windows, storms etc in need of attention and the ADA side entrance, eave rebuild, gutter system and re-clapboarding being the current most recent focus with budget restraints as it is/A lot of good points were brought up, and it was generally agreed that Terry's sketch of the building with a hip roof was remarkable and a great long term concept.

Terry then shifted to his side entrance draft sketches and ideas he had to share with us that were in sync with what Jeff brought up of ways we could economically achieve our goal for an improved entrance with minimal costs. These could be by using a 1000 gallon precast concrete septic tank as a landing base and using a concrete precast ramp with a Jersey barrier as a foundation for it along with cutting down the size of what the other porch design was etc. He had incorporated various ideas from the previous meeting about how the porch design could be improved by adding an airlock, and included them into his concept.

Conversation followed touching on the various aspects of his work in progress side entrance sketch and everyone generally agreed that we continue in this direction with our planning.

The group thanked Terry for his efforts & expertise.

Chris Groschner then talked about the history of the hardwood floors and how a survey that was taken back around 2014 pointed out certain areas that the town could be improved on. The survey included comments about the need for improving the town hall facility to better serve the community.

On the hardwood floors he stated that it was the opinion of Brown's in Barre after sanding & refinishing the hall and hallway floors, that they were getting too thin to sand again, and that they should be buffed and re-coated once in a while.

It was at this time that the east porch door was kept locked during office hours with signage to use the main side entrance to the office, as most of the traffic goes to the office. This has been proven to keep the bathroom and hallway cleaner of sand tracked in and helped to concentrate the bulk of the tracked in dirt in that one side entrance area.

He said that he heard that the select board approved repairing and refinishing the hardwood floor in the meeting room now exposed after the tile and asbestos was removed from under it. He mentioned that at the time Browns sanded & refinished the hall & hallway, they recommended re-tiling the meeting room floor and that he felt the hardwood floor was going to be too hard to keep a finish on it and that tile would be better for this high traffic area.

Chris asked that we please consider putting the tile back down on the floor.

Discussion followed about the high traffic entrance to the buildings meeting room/How this approach was suggested by maintenance as well/How adding rug mats or a runner from the door to the second office entrance could help/The importance of keeping it clean/ The cost to put a new tile floor down at \$6,250.00 estimate from

Valley Floors in Bradford/The estimate from Norm of half that for him to repair the two sections of flooring and put several coats of finish on it/The need for underpinning work before this is done/The time estimate for when the floor work would be done (In the works).

It was generally agreed among the group that the refinishing the hardwood floor would be nicer looking and that steps could be taken to help insure the longevity of the floor.

(Secretary's Note: This project was kick started because of the tiles that started to become loose, and the need to pin down the elevation of the floor in respect to any new construction of an ADA entrance).

#### **4. Next Steps.**

Carl started wrapping up the meeting by mentioning the need to follow through with the structural engineer right off as the next important step.

(Secretary's Note: We still need to iron out the ideas & improve the rough sketches for the side entrance/Work out & pin down who our architect to draw the plans will be/See what the energy audit looks like and if the level one audit will be sufficient for all our study goals/Get more info from Jackson Evans of PVT on grant options and how PVT can help us more forward with our various project needs).

#### **5. Other Business.** No other business.

#### **Meeting Adjourned at 8:45PM**

(Secretary's Note on the existing entrance & ramp problems that would need to be addressed if this entrance was to be restored: Rusted screws/foundation leaning and heaving in the winter noticed in the door rub/broken ramp rail post/Ramp need metal rails/Steps need total rebuilding/New reflectors needed/Roof has some rust & needs weather guides near the building to direct rain water from the walls away from the sash/Rusty horizontal metal studs holding the clear vertical roofing/Door's hinge rail is rotted at base and puttied in to hold us over/Vinyl siding entrance trim would need to be addressed).