

TOWN OF ARUNDEL

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AD-HOC BUILDING COMMITTEE
MAY 22, 2018
ML DAY SCHOOL LIBRARY
7PM
MINUTES

Members Present: Richard Fitzmorris, Phil Labbe, John Bell, Steve Dalzell, Keith Trefethen, Tom Danylik, Velma Hayes, Bob Pelletier, Jack Reetz, Rob Ingwersen, Jason Nedeau, Tad Redway, Joe Simard, Jack Turcotte, Ethan Davis

Others: Wendy Lank, Ann Tardif, Beth Newcombe, Emily Nedeau

-Meeting called to order by Tom Danylik @ 7PM

-Committee reviewed the Mission and Vision Statement provided by members Jack Turcotte the associated discussion. MOTION Bob Pelletier second John Bell "accept vision and mission statements as presented" passed. (see attachment)

-Committee reviewed layouts of the property presented by Jack Reetz-Steve Dalzell and Road and Parking layouts by Tad Redway. The group decided that the building should be placed on the property to provide southern exposure. Flow layouts for the inside on both presentations needs further work to reduce office size and eliminate as many hallways as possible to accomplish an overall square footage of 8,000 s/f +/- . IT issues related to actual vault size was discussed and perhaps Technology can help with actual on-site paper storage.

-Group decided at next meeting to pare down actual design to two, one presented from Steve Dalzell and another developed at the meeting consisting of staggered buildings with an enclosed breezeway connecting the project as one. Folks felt that this design may be the best to achieve the s/f goal and keep costs down as the roof designs will be less.

-Discussion on presentation to the people for approval was mentioned. More information on the efforts of the Committee needs to get out to the Public. Jack Turcotte indicated he would take on this task and work with staff to provide updates or a newsletter to the public. Once a preliminary design is agreed to by the committee a sketch will be provided with the goal of having it at the Annual Town Meeting to provide an update to the public of the committee's efforts.

-The Committee reviewed a Draft RFP for Architectural Service. Several suggestions were made on the draft and the group felt we are yet at the stage to employ an Architect. Some additional work in terms of design, interior and

exterior layout , soils review (location of Septic System), wetland mitigation etc..., needs to be accomplish . This effort by the Committee will assist in overall cost distributed to an Architect.

-Tom Danylik felt that now is the time for the committee to decide on a Chairman and Vice Chair as the Board of Selectmen feel this effort needs to be Committee driven. Action was tabled until next meeting.

-Next meeting established for June 5, 2018 7PM @ ML Day Library

-Soils and boring data will be provided at the next meeting as well.

-Meeting was adjourned at 8:55PM