

# Cornwall Town Hall Renovations

Meeting Minutes/Notes

April 7, 2016



## Attendees

Sue Johnson, Town Clerk  
Stu Johnson, Town of Cornwall  
Ben Wood, Town of Cornwall  
Magna Dodge, Town of Cornwall  
Ashar Nelson, VIA

## Absent

Mary Conlon, Town of Cornwall  
Jake Chapline, Town of Cornwall  
Lealoni Coathup-Wilmott, VIA

**Prepared by:** Ashar Nelson

## **Ongoing/Old Business:**

### **040716.1 Project Communications**

Town of Cornwall Capital Committee is Sue, Stu, Magna, Ben, Jake and Denny.

VIA Team is Ashar (Architect + Project Lead), Lealoni (Architectural Design), Chris Hill from Engineering Ventures (Structural Engineer), Derek Siegler from LN Consulting Engineers (MEP Engineer), and Henry Erickson, (Cost Estimator).

Project Emails should be copied to Capital Committee and Ashar and Lealoni.

VIA will produce project meeting minutes during the design process, to be distributed to the entire team via Email. Meeting minutes shall denote ongoing tasks.

### **040716.2 Project Schedule & Work Plan**

Town of Cornwall voters approved project funding at Town Meeting voting. Overall project schedule was discussed, with likely construction start in early November after Voting Day. Project bidding in August would be ideal.

TASKS:

1. VIA to develop work plan and schedule.

### **040716.3 Photovoltaics Solar Panels on Roof**

Bobbi Carnwath (and others) would like to see PV solar mounted on the south facing roof of the Town Hall. Project team will plan accordingly with electrical conduit and roof clip attachments.

TASKS:

1. Design team to investigate size of building secondary service for grid intertie.

### **040716.4 Project Budget**

The current Total Project Budget shows cost estimates for construction elements, design and engineering costs, and owner's costs. The addition of the roof replacement and the foundation buttressing will add both construction and design and engineering costs.

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## TASKS:

1. VIA to revise Total Project Budget

### **040716.4 Design Agreement**

VIA will work with consulting engineers to finalize design fees, and produce a contract amendment

#### TASKS:

1. VIA to provide a contract change order for completion of the design work.

### **040716.5 Design Review**

Floor plan option C-1 is the preferred option, and will be developed in further phases. Some items noted that need to be considered:

- Final layout of Clerk's work space;
- Boiler Room layout;
- Moisture prevention in the basement;
- Heat pump conditioning for Clerk's work space and small meeting room;
- Drain in basement;
- Mechanical ventilation for lower level only.

### **040716.6 Grant Opportunities**

Sue identified a Cultural Facilities grant opportunity. Ashar noted that Efficiency Vermont will likely provide incentives for new lighting and possibly other upgrades.

#### TASKS:

1. Sue to follow up with VCDP.
2. Ashar to follow up with Efficiency Vermont.

### **040716.7 Town Operations/Logistics Planning**

The team discussed possibilities for temporary operations while the project is being constructed. Suggestions were made on how to clear out the library and back room for the project.

END OF MEETING MINUTES

### **Upcoming Meetings/Activities:**

Next Meeting in May

*These minutes are intended to provide a fair and accurate summary of the items discussed. If this is not your complete understanding of what was discussed, please contact VIA within ten days, as no response shall indicate full acceptance of these meeting minutes. Thank you.*

cc: Attendees

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