

Minutes
TH Expansion Committee Meeting
Friday, February 26 10am
Main Conference Room

Attending: John Forbis, Bob Chapman, Betty Chamberlain, Stanford Brainerd,
Nicole Stadjuhar, Tim Griswold, Cathy Frank
Absent: Jim Bechtel, Betsy Cooley, John Bysko

First Selectman Tim Griswold convened the meeting at 10:15am. Purpose of meeting was to update the Expansion Committee on the status of the project.

- The carpet from Kalamians will be delivered & installed under the Conference Table in the Meeting Hall on Wednesday, March 3.
- Tim demonstrated use of the blinds which were installed by Gail Lombardozzi behind the conference table.
- Tim & John Forbis reviewed the contract items still in dispute with contractor. The Town's next steps are to acquire estimates on the work still outstanding, hire contractors to complete the work, and issue change orders to contract to cover the necessary work
- Clerk of the Works Bob Sullivan has recommended a consultant to complete a study of the HVAC system. The consultant will review the existing system design and execute a resolution to ongoing problems. Town Hall staff members will be interviewed during the study course which is expected to take one month. Staff will be informed of this during a staff meeting the week of March 1. A motion was made by Betty Chamberlain, seconded by John Forbis to recommend \$13,500 be allocated for the study. Motion passed.
- John Forbis reviewed a letter from consulting engineer Tom Metcalf and a recommended response to be signed by John Forbis and Tim Griswold. Both letters are attached. A motion was made by Stanford, seconded by Bob to endorse the letter as proposed with item 4a subject to a written affirmation from the Fire Marshal. John will follow up to obtain. Motion passed.
- Betty inquired about the standing water which pools on the sidewalk in front of the Meeting Hall. The issue is not a Town Hall expansion matter but Tim will request an assessment and estimates from contractors who may be able to resolve the problem.
- Cathy reported that potential grant funding for the photovoltaic system through the CT Clean Energy Fund has become available. The Town has been asked to provide updated information by a March deadline. Cathy will research grant guidelines so the Town can be ready to proceed.

- Betty reported that ID signs for the paintings in Town Hall are in the works. Sophie Marsh is creating the signage. She suggested that a new "Town Hall Painting" brochure be developed. She asked if the Town had thanked the Florence Griswold Museum for storing the paintings during renovation and Tim said they had received a thank you letter.
- Tim will contact Zelek Electric about installing an alarm sensor in the main conference room.
- It was agreed that sound attenuation in the Meeting Hall should be checked after the carpet is delivered and installed. If there still seems to be a problem, we can investigate additional window treatments and/or request a reduced scope estimate from the company that supplied an initial acoustical panel cost.

Meeting adjourned at 11:10am.

Cathy Frank
26 February 2010