

Town of Lincoln  
Town Office Committee  
October 29, 2015  
Meeting Minutes

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6 Called to order at 4:00 PM  
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8 Present: Committee members: George Truax (GT), Jeremy Perfect (JP),  
9 Sally Ober (SO), Kudd Rood (KR), Barb Rainville (BR), Bill Finger (BF),  
10 James Needham (JN). Absent: Judith Harris (JH)  
11

12 Also Present: Tom Keefe (TK), Architect; John Tenny (JT), Millbridge  
13 Construction and Geoff Metcalfe (GM), Keefe & Wesner, Architects.  
14

15 BF & JH met with TK, JT and GM about two weeks ago to review progress  
16 to date on drawings, revisions and application of the committee's  
17 adopted specs and changes that may have been made or recommended to  
18 those.  
19

20 BF - committee adopted specs should be applied and recommended changes  
21 to the specs should demonstrate improve efficiency and lower  
22 construction and/or long-term lower O&M cost.  
23

24 Noted that labeling of elevations on current drawings need to be  
25 corrected.  
26

27 TK - reviewed differences between building plans bid in spring 2015  
28 and the proposed revised plans:

- 29 • Building is lower and close to grade level facilitating  
30 handicapped access w/o ramps and railings
- 31 • JN asked if a floating slab would be appropriate and less  
32 expensive. JT - no, a commercial building could not meet code  
33 unless it's on a full foundation or a frost wall supported slab.
- 34 • Radiant heat in the slab
- 35 • Phased construction and demolition is not required because we are  
36 proposing to demolish the entire building including the vault and  
37 foundation and building totally new. This should actually reduce  
38 the overall cost.
- 39 • Current plan is about two feet larger in both dimensions adding  
40 150 sf +/- for a total of 2,320 sf
- 41 • 9' ceilings
- 42 • Single ridge gable roof
- 43 • Simplified some trim and siding detail while adding simple roof  
44 details e.g. cornice returns
- 45 • New fire safety regulations require a 6 hr. door on the vault  
46 which has posed a dilemma for this project and other town office

47 projects in Vermont. There is no US manufacturer of 6-hour vault  
48 doors.

- 49 • Requirement has now been reduced to a four-hour door. There is a  
50 Canadian manufacturer and there is a real possibility that a  
51 vault door that will be discarded by the Town of Middlebury could  
52 be the right size, in good condition and appropriate for this  
53 project. If so, this would be a significant saving.
- 54 • Middlebury will be contracting for demolition of its existing  
55 Town Office building and it will be up to the contractor how to  
56 release individual items.
- 57 • Suggested making a prior arrangement with Middlebury for  
58 acquiring a vault door to avoid the uncertainty of bidding that a  
59 contractor may require.
- 60 • Plan as shown currently is for a movie screen in front of north  
61 windows in the large meeting room. JH & BF requested that the  
62 windows be moved toward the sides of the room leaving a blank  
63 wall for mounting a large video monitor for visual presentations.  
64

65 Budget and Owner's Costs

- 66
- 67 • TK & JT asked for clarification of the actual construction budget  
68 and provision for covering "owner's costs"
- 69 • Total project budget is \$590,000 (bond) + \$15,000 (allocation  
70 from capital improvement fund for Town Office planning)
- 71 • Reviewed budget spreadsheet that we used in June, noting that  
72 there some cost reductions viz. septic installation and temporary  
73 office space that could relieve budget pressure somewhat. **(BF**  
74 **Note - subsequent to this meeting we remembered that the**  
75 **architect's \$25,000 contact was not accounted for in the**  
76 **spreadsheet. The budge spreadsheet is being reviewed and revised**  
77 **for accuracy)**
- 78 • Therefore, with a minimal contingency it appears that the budget  
79 for actual building construction is \$500,000
- 80 • JT said the purpose of the DB / Construction Mgt. approach we are  
81 using is that he and TK will be working very closely with the  
82 Town to make sure the project stays within the budget. There will  
83 be may adjustments and compromises as the process moves forward  
84 but the goal will remain to finish with a quality, long lasting  
85 building of which the community can be proud.

86 Details

- 87 • Interior space will be clear span provided by trusses supporting  
88 the roof. No interior bearing walls.
- 89 • Exterior trim will be hardy board or cedar
- 90 • Insulation will be closed cell spray foam in 6" studded walls
- 91 • Rigid foam under slab
- 92 • Loose fill (cellulose?) above ceiling

- 93 • Marvin Integrity fiberglass windows with fiberglass exterior and
- 94 wood interior finish
- 95 • Standing seam metal roof
- 96 • Zip sheathing
- 97 • "life span" window casings (pressure treated pine)
- 98 • Maximize wall space that can be used for posting notices,
- 99 displays and project presentations - use fabric covered homasote.
- 100 • Discussed moving east wall windows in conference room to provide
- 101 wider display space in between. BF suggested replacing double
- 102 hung windows with fixed clerestory windows on the east wall to
- 103 bring in natural light and clear virtually the entire wall for
- 104 displays.
- 105 • KR - asked consideration of moving mechanical room to the north
- 106 side to allow more usable and balanced windows on the front
- 107 (South) side.
- 108 • GM - suggested adding sidelights to the east door for added
- 109 natural light.
- 110 • If mechanical room stays on the south should there be fake or
- 111 real windows in the room to provide balance on the exterior?
- 112 • Discussed
  - 113 ○ skirt board(?) - AZAK (?)
  - 114 ○ Crushed stone under eaves
  - 115 ○ Swale between building and walkway to divert water away
  - 116 ○ Capacity of existing propane boiler to meet new building
  - 117 requirements to be investigated
  - 118 ○ Ductless A/C - outdoor heat pumps can provide heat and AC
  - 119 as needed to supplement primary radiant heat
  - 120 ○ Floor - polished concrete
  - 121 ○ Walk off mats at doors
  - 122 ○ Gel mats at standing work places
    - 123 ■ TK & JT recommended site visits to Champlain Valley
    - 124 Equipment and the Town Hall Theater in Middlebury for
    - 125 examples of polished concrete floors.
  - 126 ○ LED recessed or surface mount lighting. Many options are
  - 127 available
  - 128 ○ UV Filter covers for vault lighting to protect documents

129  
130 Ceiling detail

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132 Is ceiling detail similar to downstairs in Burnham Hall necessary or  
133 desirable? There are mixed opinions on the committee but no strenuous  
134 objections if it fits in the budget. Acoustically desirable to install  
135 panels.

136  
137 There was extended discussion for details of interior work spaces. JH  
138 design is for built in counter tops on the periphery of offices with

139 under counter storage and file space. Lisa Truchon, Lister and Town  
140 Treasurer entered the meeting and offered a suggestion that there be  
141 some stand up work space with deep surface for maps, lister's records  
142 etc.

143  
144 Drop slot for Town Clerk counter. Security roll up screen or other  
145 options discussed.

146  
147 Doors should be half glass to allow natural light into lobby space  
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149 TK will contact JH for clarification of interior intentions in  
150 drawings that went out for bid in spring.

151  
152 Next meeting will be the week after Thanksgiving. Next steps will be  
153 review of revisions, details and estimated costs. Committee will  
154 approve final details and make a recommendation for the Select Board  
155 to consider.

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157 Goal is to have final decision made on plan details and cost by the  
158 end of 2015 with construction to begin in April 2016.

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160 Respectfully submitted by Sally Ober (note taker) and Bill Finger  
161 (transcriber)

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