

**MINUTES OF THE MILLVILLE  
PARK & RECREATION COMMITTEE MEETING  
August 17, 2017 @ 1:00 p.m.**

In attendance were Chairman Steve Maneri; Town Manager/Secretary Debbie Botchie; Town Code & Building Official Eric Evans; Committee Member Valerie Faden; and Committee Member Peter Michel. Committee Member Paul DuCott and Committee Member Pat Plocek were absent.

**1. CALL MEETING TO ORDER**

Deputy Mayor Steve Maneri called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. ROLL CALL**

All members were present except Committee Members Paul DuCott and Pat Plocek.

**4. ADOPTION OF PARK & RECREATION COMMITTEE MINUTES**

**A. Minutes – July 20, 2017**

Secretary Debbie Botchie motioned to accept the July 20, 2017, Town Parks & Recreation meeting minutes. Committee Member Peter Michel seconded the motion. Motion carried 5-0.

**5. CONTINUE DISCUSSIONS ON THE COMMUNITY CENTER AND MAINTENANCE BUILDING WITH MORGAN HELFRICH, GMB.**

Deputy Mayor/Parks & Recreation Chairman Steve Maneri stated the Committee had most of the building decisions done except for the siding, and the cupola, which Ms. Botchie was going to look into. Ms. Botchie stated there is a place in Milford that does cupolas, and Ms. Botchie printed out a sample photo with the different styles for the Committee to review, and the pricing ranges from three-thousand-five-hundred dollars (\$3500.00) to five-thousand dollars (\$5000.00). Ms. Faden asked if the Committee could put the cupola(s) in with the bid piece to try and save money. Ms. Morgan Helfrich, of George, Miles & Buhr (GMB), stated in order for the Committee to do its deduct alternates, items should be “big ticket items,” but the pricing ranging from three-thousand dollars (\$3000.00) to five-thousand dollars (\$5000.00) is not really a “big ticket item” for that deduct, but the Town should have the builder price out items that will save the Town at least around ten-thousand dollars (\$10,000.00) or more; and the Town should not do more than a total of five (5) items or the builder may get frustrated. Mr. Maneri asked what the Town should do about a cupola and whether to install one. Town Code & Building Official Eric Evans stated he recommends putting the cupola in the bid, but adding lighting to it and a weather vane, because if there isn't anything on the roof, it will be too plain-looking and will look like a warehouse. Mr. Evans stated he thinks there should be three (3) cupolas: one (1) big, and two (2) smaller. Mr. Evans stated solar is not on the peak of the roof, so the solar wouldn't

affect anything except directly around the cupola. Ms. Helfrich stated the price range given for the cupolas is just for material and not installation, and if the Committee does want to light up the cupola – adding electricity – and a weather vane, the price could easily come up to ten-thousand dollars (\$10,000.00). Committee Member Valerie Faden asked the purpose of lighting the cupola. Mr. Evans stated it will look good and produce a light in the area of the building, which helps with security. Ms. Faden asked if the wiring for the cupola can be coupled with the wiring for the solar. Mr. Evans stated no, the solar company would run their wires through the tubes in the attic and in the mechanical room. Mr. Maneri asked if the cupolas are all vented. Ms. Helfrich stated it really doesn't matter because it's not a part of the Town's conditioned space, meaning it's not open to the building's interior. Mr. Maneri suggested to put the seventy-two inch (72") cupola in the bid and the Committee can take it out if need be. The Committee agreed. Mr. Maneri stated his concern with a vented cupola is that it will invite birds' nests and it doesn't need to be lighted. Ms. Helfrich stated the cupola doesn't need to be vented, but Ms. Helfrich believes since this building will be a centerpiece to the Town, it would benefit to have the cupola lit. Ms. Botchie agreed. Ms. Faden stated she doesn't think most of the building's use will be at night so she doesn't think it's necessary to light it. Mr. Michel stated he likes the idea of lighting the cupola. The Committee decided 3-2 to light the cupola.

Mr. Maneri stated, regarding the roofing, the Committee knows it's going with the metal. The Committee agreed. Mr. Maneri stated he looked into the Celect siding but the representative he spoke with never delivered or sent the samples. Ms. Helfrich stated she has samples and she passed the pieces around. Ms. Helfrich stated the suggestion is to go with the Celect rather than the Hardie Board because the Hardie Board is more brittle than the Celect, and if someone were to run into the building, the Celect would handle the impact better. Ms. Helfrich stated the cost of the Celect material is less but it is more labor intensive to install it, so costs would be up for installation. Mr. Evans asked Ms. Helfrich what size board and batten she would put with the siding. Ms. Helfrich stated she always tries to go with a bigger rather than smaller on a commercial building because there's usually a larger façade. Ms. Helfrich stated the warranty is the same for both sidings: fifty (50) years. Mr. Maneri asked if the Celect has been around long. Ms. Helfrich stated no, but it is a popular seller now. Mr. Evans stated the Celect also doesn't absorb water. Mr. Maneri stated he thinks the Committee should get the pricing on both Celect and Hardie Board. Ms. Helfrich the pricing will be the same for both. The Committee agreed to go with the Celect, and the board and batten.

Ms. Faden stated she doesn't like the "busy look" of the three different siding: scalloped, vertical, and horizontal. Mr. Michel and Ms. Botchie stated they liked it. Ms. Helfrich stated the building is big, so she's trying for some variety. Ms. Faden stated she'd like to see a photo of all three (3) together. Mr. Maneri stated the Committee will move forward with the shake and scalloped siding. Mr. Maneri asked Ms. Helfrich about the shutter. Ms. Helfrich stated if the Committee doesn't want shutters, they can choose a spandrel glass window so no one can see inside or outside; or it can be a regular window. Mr. Maneri stated he doesn't like the shutter and would rather see the regular window for the storage area. The Committee agreed. Ms.

Helfrich stated right now the windows are shown as casement-style and asked if the windows will be operable to open and close. Ms. Faden asked what the pricing would be on the different style of windows. Ms. Helfrich stated the windows would mostly come out as the same pricing. Ms. Botchie stated her opinion is the windows should not be able to open because people can forget to close them. Mr. Maneri stated he likes the windows being able to open. The Committee voted 3-2 to make the windows inoperable. Ms. Helfrich stated for the gable ends, there could be vents or a false window. Ms. Faden asked what the cost difference will be. Ms. Helfrich stated she doesn't know but she would think the vent would be cheaper than the window. Ms. Botchie stated she likes the decorative window. Mr. Maneri stated there are a few options here regarding a window and a vent, and using both windows is a waste because the one side (the south) faces the woods. Ms. Botchie stated she likes the decorative window on the north end and the vent on the south. Mr. Michel stated he likes that option as well. The Committee agreed.

Mr. Evans stated the Town will have to place the generator within a distance so as to have electricity run to it. Ms. Helfrich asked if it would be cheaper to have the generator closer to the building. Mr. Evans stated yes. Mr. Maneri stated he would like to have the generator located between the two (2) buildings, but a little closer to the main community building. Mr. Maneri stated he is concerned to put the generator behind the buildings for two (2) reasons: (1) if there is a function happening, the generator will be too loud, and (2) it may be loud for possible future neighbors. Mr. Evans stated there is a little bit of buffering space with a bank of closets to help damper the noise a bit if there is an event in the community building, and there is a space of ten (10) feet to the generator. Ms. Helfrich asked Tim Chatterton, project manager for RMF Engineering, if she sends him the CAD files, can he determine if the pad is big enough for the generator. Mr. Chatterton stated yes. Ms. Helfrich stated the problem is the wall will have to be fire-rated and Celect may melt, but she will find out. Mr. Maneri stated the location of the generator will now either stay where it is or be slightly moved, and that will come later. Ms. Helfrich asked about the ceilings for the interior. Ms. Botchie stated she knows Committee Member Pat Plocek was questioning whether the Town needed coffered ceilings due to the pricing, but Ms. Botchie is in favor of the coffered ceilings. Mr. Maneri stated he thinks the Committee just wants to know the price comparisons. Ms. Botchie stated she thinks the coffered will cost more than the regular but maybe the coffered is something that can be installed later. Ms. Helfrich stated, at a minimum, she would suggest keeping the bulkhead around the perimeter of the room because it will help with mechanical and throwing air. Ms. Faden stated since the Committee doesn't have an operating budget, maybe the Committee could put in all three (3) options: the coffered, the regular, and the linear slots, and maybe there would be enough money for that in the end. Ms. Helfrich asked if the Committee should add the coffered ceilings to the deduct alternates. Mr. Michel stated he thinks the Committee should see what the costs are. Mr. Evans asked what size channels are GMB using for the coffers. Ms. Helfrich stated about eighteen (18) inches, and she chose that size because of the duct work being run on such a large room. Mr. Chatterton stated if you go flat, he runs the duct work up in the attic, but with the coffered, you can have the four (4) quadrants. Ms. Helfrich stated if the Committee went with four (4) that would reduce the price. Mr.

Evans stated that sounds good. Ms. Faden stated she would like to put it as a differential since she doesn't know the cost because she thinks the Committee should add something since there is no budget. Mr. Chatterton asked if the Committee does the four quadrants, does it want to stay away from the linear slots and stick with the grills. Ms. Helfrich asked Mr. Chatterton if he can do the grills on the side of the coffers. Mr. Chatterton stated yes, and if the Town would like them flat, they can put in the linear slots. Mr. Maneri asked the Committee if they want to go with the four. The Committee said yes. Mr. Maneri stated a request for pricing of the four. Ms. Helfrich asked if the Town was doing its own shelving for the pantry. Mr. Evans stated the Town will take care of that aspect.

Ms. Helfrich stated the Committee needed to give her a flooring material. Mr. Evans stated to maybe go with carpet in the offices, vinyl in the bathrooms, and a wood-type PERGO flooring for the community hall. Ms. Helfrich stated the laminate can get scratched easily. Mr. Maneri stated he's not a fan of laminate. Ms. Faden asked Ms. Helfrich if she could get pricing information on the different types of flooring except for the real wood because it scratches easily. Ms. Helfrich stated yes. Ms. Botchie requested Ms. Helfrich to look into bamboo flooring as well. Ms. Helfrich asked if the Committee would like stainless steel or regular residential style for the kitchen cabinetry. Mr. Maneri stated he would stay with residential. The Committee agreed. Ms. Helfrich asked if the Committee would like to go with a standalone ice maker. Mr. Maneri stated yes. Ms. Helfrich asked how many warmers the Committee would like for the kitchen. Mr. Maneri stated two (2) warmers. Ms. Helfrich asked how many commercial refrigerators the Committee would like. Ms. Botchie stated Bishop's Landing has a commercial fridge and it looks great. The Committee agreed to take a look at Bishop's Landing's refrigerator before making a decision. Mr. Chatterton asked if the Committee would like a bigger coffee making station because, if so, RMF will have to run the water to where the device will be located. The Committee stated they will think about those kitchen appliances and options.

Mr. Evans asked Mr. Chatterton if he could run the plumbing so there is a central shut-off point, but also so one line can be closed while the others are running. Ms. Helfrich stated she's not sure the Town should go to the trouble of that aspect since there isn't much plumbing in the building. Mr. Chatterton stated the most basic way is a split-system for the two zones, and the heat pumps go outside. Mr. Maneri stated the heat pumps could go on the south side. Mr. Evans asked where the heating vents will be located because if the Town is using the same vents as the air conditioning, which will be located in the ceiling, it could be problematic when it comes to heating the large area. Mr. Chatterton stated the Town should have no problem with using the same vents, but if there is an event in the winter and the air is only set to fifty (50) or sixty (60) degrees, someone will simply have to go in earlier to start up the heat. Mr. Chatterton stated there is also the VRF system, which will heat or cool individual rooms. Mr. Chatterton asked if an employee would be working eight (8) hours in this community building. The Committee stated no, not full time. Mr. Evans stated he can see volunteers maybe working two (2) hours once or twice a week, depending on maintenance and use. Mr. Chatterton stated because of this aspect, cost-wise, the two splits may be the best way to go. Mr. Chatterton further stated RMF will go out the

south side, and go in the soffit. Ms. Helfrich stated she and RMF will have to check into making sure it's located in the appropriate area.

Mr. Chatterton asked what the plan is for the mechanical room. Ms. Helfrich stated Mr. Evans wanted to use that room for outside stuff. Mr. Evans stated yes, because if there will be solar, the Town needs to run the conduit from up in the attic. Mr. Evans stated he has to leave because he has inspections to conduct, and exited the meeting. Mr. Maneri stated there is plenty of storage and maybe one of the spaces can be used for the mechanical, if RMF needs a bigger space. Mr. Chatterton stated yes, because RMF will need to have all the electrical panels and batteries for solar storage to fit in an area. Mr. Maneri stated he thinks the best option is for the conference closet to be used for the items mentioned. Ms. Helfrich agreed. Mr. Chatterton asked if the Committee wanted for plumbing fixtures to have flush valves or a hands-free option. Ms. Faden stated she'd like to see the costs associated with the choices. Ms. Helfrich stated it looks like there may be a built-in sink for the mens' and womens' bathrooms because there is a countertop, and asked the Committee wanted that kind of sink or a free-standing sink. The Committee stated they liked the built-in. Ms. Helfrich asked if the Committee wanted tanks, which is a residential-style toilet, or a flush mount. Ms. Faden asked for the cost difference for the two (2) options. Ms. Helfrich stated one is based on use a lot more than the other, and the Town will pay for the flush mount because it flushes quicker and is meant to be more durable – like the ones you see in restaurants and big-box stores. Mr. Chatterton stated the pipe size will change so the Town has to go one way or another. Ms. Helfrich asked Mr. Chatterton what he recommends. Mr. Chatterton stated, for this usage, he would choose the flush valves like in the utility building. Mr. Maneri stated to put the fixtures into the bid. Ms. Helfrich asked if LED is preferable for the lighting. Ms. Faden asked if the LED is the most energy efficient. Ms. Helfrich stated yes. Mr. Maneri stated the Town will go with the LED. Mr. Maneri asked if the Committee is placing the paddle fans in the bid or is the Town paying for it. Ms. Botchie stated the Town can pay for the fans. Ms. Helfrich asked if the Committee wants RMF to wire for a potential projector or pull-down screen in the banquet hall. Mr. Maneri stated he would like to at least put in the bid getting a plug-in for a microphone in case of big indoor events being held at the building. Mr. Maneri stated to run electrical boxes to the offices for possible installment of ceiling fans.

Ms. Helfrich stated the maintenance building is pretty much done. The Committee agreed. Ms. Helfrich asked if the Committee chose regular block on the maintenance building. The Committee stated yes, and the Town will use the same Celect siding as used on the community building. Ms. Helfrich asked if the block will be painted on the inside, with the Celect on the outside. The Committee stated yes. Mr. Chatterton asked if the toilets will be the same in the maintenance building as the community building. Ms. Botchie stated yes. Ms. Helfrich stated she did find a cheaper trough sink for the maintenance building as well. Mr. Chatterton asked about heating the maintenance building bathrooms. Ms. Helfrich asked if she could put the heating system up in the truss. Mr. Chatterton stated yes. The Committee agreed to just put in the heaters.

Mr. Maneri asked what else Ms. Helfrich would like the Committee to provide to her. Ms. Helfrich stated the Committee doesn't need to meet and she would prefer to knock this thing out if the Committee sends her the cut sheets on the kitchen stuff. Ms. Helfrich stated what she needs to provide the Committee is the flooring samples, which she can supply to Ms. Botchie, and the Committee can look them over. Ms. Helfrich stated Ms. Botchie will most likely get cut sheets for the light fixtures for the next meeting. Ms. Helfrich stated the Committee may want to consider what kind of locking will be on the doors for the community building.

**6. ANNOUNCEMENT OF NEXT MEETING**

The next Parks & Recreation meeting will tentatively be on Thursday, September 14, 2017, at 1 p.m.

**7. ADJOURNMENT**

Mr. Maneri motioned to adjourn at 3:01 p.m. Ms. Botchie seconded the motion. Motion carried 4-0.

Respectfully submitted,  
Matt Amerling, Town Clerk