

**MINUTES OF THE MILLVILLE
PARK & RECREATION COMMITTEE MEETING
December 14, 2017 @ 12:00 p.m.**

In attendance were Chairman Steve Maneri; Mayor Bob Gordon; Town Code & Building Official Eric Evans; Committee Member Valerie Faden; Town Clerk Matt Amerling; Committee Member Paul DuCott and Committee Member Pat Plocek. Committee Member Peter Michel was absent.

1. CALL MEETING TO ORDER

Deputy Mayor Steve Maneri called the meeting to order at 12:01 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

All members were present except Committee Member Peter Michel. Besides Ms. Morgan Helfrich, of GMB, Mr. Chris Uibel, of RMF Engineering, and Mr. Tim Chatterton, of RMF, were also in attendance.

4. ADOPTION OF PARK & RECREATION COMMITTEE MINUTES

A. Minutes – October 5, 2017

Committee Member Pat Plocek motioned to accept the October 5, 2017, Town Parks & Recreation meeting minutes. Committee Member Paul DuCott seconded the motion. Motion carried 6-0.

5. REVIEW OF BUILDING PLANS – GMB REPRESENTATIVE MORGAN HELFRICH.

Ms. Morgan Helfrich, of GMB, stated the Fire Marshal said he knows nothing of the site plan – meaning AECOM hasn't done a site plan review with the Fire Marshal – so that needs to be done, and Mr. Andrew Lyons, of GMB, will be in charge of that moving forward. Ms. Helfrich stated GMB has the fifty percent (50%) access around the community building, and we don't need access for the recreation building because it's less than fifteen-hundred (1500) square feet; but, regardless, we do have access to said building. Ms. Helfrich stated when GMB submits the plan, they should include any possible future amenities to put on that site – even if it's not built – so approval can be obtained. Ms. Helfrich asked if the Town is using gas on this site for anything. Town Code & Building Official Eric Evans stated no, except for the water heater. Ms. Helfrich stated the easiest thing to do would switch to electric for the water heater – since the HVAC is also electric. Mr. Plocek recommended the water heater also going electric. The Committee agreed.

Ms. Helfrich stated she also discussed the occupancy with the Fire Marshal and the main hall space has to be under three-hundred (300) occupants to not have to sprinker this building. Ms. Helfrich stated the Town is close with its occupancy at two-

hundred-eighty-seven (287), and the Fire Marshal changed the kitchen from what the International Building Code (IBC) requires at two-hundred (200)-square-feet per person to one-hundred (100)-square-feet per person. Ms. Helfrich stated because of this, the occupancy is over 300, so GMB is looking at options to accommodate that and have created a chair layout with an exit diagram to show how people can exit the building as quickly as possible, because standing space is not included for occupancy numbers. Ms. Helfrich stated the Town and GMB don't want to have to revise this building in any way so GMB will go back to the Fire Marshal and see if their plans suffice, but, ultimately, it is up to the Fire Marshal.

Ms. Helfrich stated, for RMF, the Town does need to add audio/visual remote indicator for the HVAC system because it's currently missing from the plans and it should most likely be put in the office because that is place someone would be most of the time, and if the system shuts down, the person will know. Ms. Helfrich stated she verified the mechanical room does not need to be fire rated at all as long as the Town sticks with electric and not gas. Ms. Helfrich stated the Town needs to add the duct detectors and while GMB is showing smoke detectors pretty much throughout the entire community building, the Fire Marshal said the Town could take the smoke detectors out because there are no sleeping rooms in the entire facility. Ms. Helfrich stated if the Town wants to keep smoke detectors, Ms. Helfrich would like to reduce them. Mr. Evans stated the Town will most likely get a fire alarm to alert the fire company, just like it has a burglar alarm, but we can reduce the number of smoke detectors.

Ms. Helfrich stated she needs a letter from Town Manager Debbie Botchie stating there will not be any cooking in the building which would result in any grease-laden vapors, which essentially means no oven. Ms. Helfrich stated the Fire Marshal suggested a recessed exterior fire extinguisher cabinet on the maintenance building so if there is a fire in the park, someone may gain access to the extinguisher to put it out. Mr. Evans stated the suggestion of putting breakable glass over the extinguisher and wiring it so whenever the glass is broken, an alarm is sent to notify the fire company.

Ms. Helfrich stated there will be two (2) contracts: one for the buildings and one for the site; and right now, GMB is waiting on Civil Engineering. Ms. Helfrich stated to Mr. Evans she needs him to provide a list of the Town's vendors before going out to bid. Ms. Helfrich stated, regarding the HVAC units in the attic, it's easy to get them up into the attic when the building is being built, but when the units need to be replaced in ten (10) to fifteen (15) years, the new units won't fit through the attic door. Ms. Helfrich stated with the attic space used for the HVAC and duct work, there is no storage space. Ms. Helfrich asked if the Committee would consider exterior-placed HVAC units on site. Committee Member Paul DuCott stated he's had experience with having to have the roof opened up to get the units in and it's a nightmare. Mr. Maneri stated he doesn't want them outside and would like to keep the HVAC inside, in the attic, and the Town doesn't really need any storage space in the attic. Ms. Helfrich stated GMB can add an opening in the roof from the beginning so that may be a solution. Mr. Evans stated that sounds like the way to go.

Ms. Helfrich asked if the general contractor (G.C.) will provide the refrigerator and microwave or the Town. Mr. Evans stated the Town will purchase those items. Mr. Plocek stated his suggestion that the Town purchase the microwave but the G.C. installs it. Ms. Helfrich stated the under-the-counter microwaves are smaller than regular microwaves so keep that in mind when purchasing. Mr. Chris Uibel, of RMF Engineering, asked for the specs for the ice-making machine. Mr. Maneri showed Mr. Uibel the page with the ice-maker. Ms. Helfrich asked for a copy of the page from Mr. Maneri and he said he would provide her with one. Mr. Plocek stated the hand dryers for the bathroom should be a 220 rather than a 110. Mr. Uibel stated yes. Ms. Helfrich asked if the Town wants to put the diaper changing stations in the G.C.'s contract. The Committee stated yes. Ms. Helfrich asked if the soap dispensers will be hands-free. The Committee stated yes, for both buildings. Ms. Helfrich stated the bathrooms in the maintenance building will be the sturdy, steel-framed mirrors, but asked about the community building. The Committee stated the Town will pick out the bathroom mirrors for the community building.

Ms. Helfrich stated, for the community building, we had talked about a ceiling-mounted projector and asked if the G.C. will put in the projector. Mr. Evans stated the Town will contact the same guy who installed the projector in Town Hall to do the one for the community building. Ms. Helfrich stated she still wants to make sure the wiring and hookup is done just to prepare for the installation. Mr. Evans stated the coaxial cable and such should be kept in the contract so it's done right. Mr. Uibel stated the suggestion of putting three outlets along the north wall. Mr. Evans stated there should be a couple of outlets in the conference room. Ms. Helfrich asked Mr. Uibel if the wiring was set up for the solar. Mr. Uibel stated no and asked for specs, because if the entire roof is covered, there will need to be eight (8) conduits. Mr. Tim Chatterton, of RMF, asked if the Town has a vendor yet for the solar. Ms. Faden stated she has spoken with a few companies. Mr. Evans stated the panels can go in the mechanical room if needed because there should be room. Mr. Uibel stated there is room for a panel in the mechanical room but the Town will have to negotiate around the duct work. Ms. Helfrich asked if there will be a projector placed in the conference room. The Committee stated no.

Ms. Helfrich stated to look on the outside of the buildings on the plans to make sure there are enough receptacle outlets, and there are some along the front and back of the building. Mr. Evans stated the layout looks good. Mr. Chatterton asked if the automatic soap dispensers will be battery-operated or powered. Ms. Helfrich stated powered, otherwise someone will constantly be changing batteries. Mr. Maneri stated the toilets are self-flushing. The Committee agreed the fans for the assembly hall don't need lights on them and can be similar to the ones found in the Town Hall Council chambers; and to have the G.C. install them. Ms. Helfrich asked if there will be a dishwasher in the kitchen. The Committee stated no. Mr. Evans stated to GMB and RMF to keep in mind the well size for behind the buildings. Mr. Evans stated he doesn't think the bathrooms need a floor drain. Mr. Plocek stated there will be toilet overflowing and having a drain will make it easier for cleanup and cut down chances

on the water running into the hall. Mr. DuCott asked what the cost for adding a drain would be. Ms. Helfrich stated not much. Town Clerk Matt Amerling stated the community building will get more traffic at once than the Town Hall – whose bathrooms don't have drains – does. Mr. DuCott stated if the cost isn't that much then the Town should add the drains. Ms. Helfrich stated yes. Ms. Helfrich asked what kind of windows the Committee would like. Mr. Evans stated the Town wants the Anderson windows with wood interior and clad on the outside with fiberglass or metal so they won't need to be painted. The Committee agreed.

Ms. Helfrich stated there are really nice trough sinks the Town could use for the community building. Ms. Faden asked about the cost. Ms. Helfrich stated it wouldn't exactly "be a wash" but the cost would be comparable. The Committee agreed on the nicer trough sink for the community building bathrooms. Ms. Helfrich stated there are no gutters on this building so GMB found pre-manufactured sleeves which will wrap the rafter tails, which are made of PVC, and it is more expensive but will save on painting and touching up. Mr. Plocek asked how many sets of keys the Town will get for the buildings. Mr. Evans stated he would like to get at least five (5) sets of each key. Ms. Helfrich stated Mr. Evans will have to look at each door spec and get back to her what kinds of lock will be placed where or if there are any changes. Mr. Evans stated he will. Mr. Evans asked for the Committee members to go over their plans and come back in maybe a week with any questions and/or comments they may have, and Mr. Evans can compile those comments to present to GMB. The Committee stated there will be one AED cabinet for the building.

6. ANNOUNCEMENT OF NEXT MEETING

The next Parks & Recreation meeting will not yet be set.

7. ADJOURNMENT

Mr. Amerling motioned to adjourn at 1:50 p.m. Mr. Plocek seconded the motion. Motion carried 6-0.

Respectfully submitted,
Matt Amerling, Town Clerk