



## TOWN OF BROOKLINE, NEW HAMPSHIRE

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### *Minutes DPW Building Committee Tuesday, October 27th, 2020*

Committee members in attendance via Zoom: Eddie Arnold, Todd Croteau, Cindy LaCroix, Dana Ketchen, Brian Rater, and Tad Putney. Also present: Roland Pothier and Richard Parks.

**Eddie** called the meeting to order at 7:00pm. He noted that we were meeting under Executive Order 2020-04 and Emergency Orders #12 and #23, which allow for remote meetings. All members said where they were located, who was with them and why they were participating remotely.

#### Minutes

*Dana moved, seconded by Brian, to approve the October 13th meeting minutes as written;  
Voted Yes 6-0.*

#### Review of Mechanical, Electrical and Plumbing (MEP) Plans

**Richard** led a sheet-by-sheet review of the MEP plans. **Dana** asked him to highlight areas that have been changed since the last set of plans. **Eddie** asked about having a hot water spigot for the exterior. **Richard** said there are two sets of hot and cold spigots just inside the bay doors. **Eddie** said the bay furthest from the offices is expected to be a wash bay. **Richard** noted that will require higher grade outlets, etc. It was agreed the currently placed water fixture will be moved closer to this bay. **Roland** said the wash bay will need a different wall material than plywood. **Tad** will follow up with **Kurt** on this item. **Todd** asked about having detail for the curtains in the wash bay. **Roland** said we would need to speak with **Kurt** if curtains are desired in the wash bay. **Tad** asked if ceiling fans would be a good idea. **Roland** said it would be a good idea. **Todd** noted it would be helpful in the winter to push the warmer air down. **Richard** will add two fans and said that we can always remove them if we decide to trim costs.

**Roland** confirmed there would be no mechanicals in the mezzanine. He asked if the mechanical room needed an exhaust fan. **Richard** said one is not necessary. **Tad** asked if there are any additional energy efficiencies that we are missing that are options we could consider. **Richard** reviewed the planned boiler and pumps and said they are very efficient and said that the air handling system is efficient due to its design and how the air moves through it. **Richard** suggested contacting **Kurt** to ask about adding insulation and see if that is an opportunity for additional energy efficiency. **Dana** asked if **Tad** had had any luck with NH SAVES regarding their assistance on energy efficiency for the building. **Tad** said he had contacted them, but will follow up.

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**Roland** asked about eye wash stations. **Richard** said it is next to the janitor sink at the base of the mezzanine stairs. It was noted we should confirm with **Kurt** that only one eye wash station is needed.

**Cindy** noted the need to add the generator and transfer switch to the plans. She also noted the need for **Richard** to coordinate with **Kurt** the recently added paved sidewalk around the side of the building so the location of the condensers and generator fit appropriately.

**Eddie** asked if the office lights will be LED panels or individual lights. **Richard** said panels. **Tad** said we need to be mindful that the larger office will likely be broken into two offices in the future. It was agreed the outlets will be offset to permit a wall in the future that divides the office in half without the need to relocate the electrical/data outlets.

**Todd** asked about WIFI in the garage space. **Richard** said he could add a ceiling WIFI booster in the garage. The location of the outlets in the garage were discussed and it was decided their current location made sense. **Roland** said the locations will be reviewed again before the walls are closed up and permit another chance of modifying the locations or making additions at that time. **Eddie** suggested adding some wall mounted lights on the back wall. **Richard** will add them to the plans.

**Eddie** said there are plans for a lift at the back of the building. **Roland** suggested sending the lift specs to **Kurt** to ensure the concrete slab is sufficient. **Eddie** will send the specs to **Tad** and he will forward them to **Kurt** and **Roland**.

**Richard** said he would like the site plan in CAD. **Tad** will coordinate getting it to **Richard**.

**Tad** asked if there was any benefit to having an exhaust fan in the mezzanine so that if it got hot, that area would not serve to fight the air conditioning occurring in the office space just below it. It was agreed that no fan is needed.

**Cindy** left the meeting at 8:00.

**Richard** said he will update the plans by the end of next week to construction grade and then **Roland** will be able to use the plans for going out to bid. **Richard** and **Roland** left the meeting at 8:05pm.

**Cost Estimates for Structural Engineer and Architect**

**Tad** said he had shared the cost estimates of \$2,500 for the structural engineer's work on the cistern and up to \$1,000 for **Kurt's** additional architectural work. **Dana** asked how much of the \$25,000 budget line item we have spent so far. **Tad** said he thinks less than \$1,000. **Eddie** said he would like to confirm with **Roland** that spending the \$2,500 for the cistern still makes economic sense for us. **Todd** moved, seconded by **Brian**, to spend up to \$3,500 for the structural engineer and architect so long as **Roland** confirms this approach is still the better value alternative; Roll call vote 4-1; **Dana** voted no.

**Review of Equipment List**

It was decided that we would defer this discussion item to the next meeting when **Mike** should be in attendance.

**Public Outreach**

**Brian** suggested holding off on this agenda item until the next meeting when **Mike** and **Cindy** are present.

**Next Meeting**

It was decided that **Tad** and **Eddie** will contact **Mike** and **Cindy** to see if they are available to meet this Thursday, October 29<sup>th</sup>. If not, then the next meeting will be November 12<sup>th</sup>. **Dana** said she would like a timeline of the key points for the project, so we ensure no key points are missed.

**Other Business**

**Brian** asked if there had been any consideration given to have a ramp rather than stairs to the mezzanine as it would make it easier to get heavier items up there. **Eddie** said that a ramp would take up a lot more space. **Dana** said last year we decided that we did not want to make it too easy to store things up there. **Todd** said typically a chain can be used to hoist heavier items up there or equipment can be used to do so.

Meeting adjourned at 8:33pm.

Minutes submitted by Tad Putney.