

WEST WINDSOR SELECTBOARD

Draft Minutes
August 11, 2010

Present: Glenn Seward, Tom Kenyon, Hal Pyke, Annie Burke, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 10:00 AM.
- 2) Working session: Town Office space – Glenn asked about the status of the state permits for the new office construction. Tom said the application has been filed and we should be hearing from the Department of Public Safety soon; they may need to do a site visit. Glenn said since we've decided to proceed with building new space, we should talk about the best use of the new space and the old space. Those present agreed that existing traffic patterns should remain the same with Cathy's office being the first stop for visitors. Glenn said if we're talking about doing a major renovation in five years, the cost of the new space (\$2,500) spread out over five years, is reasonable. Hal noted that the size of the new office space is approximately the same as the existing office space. Tom said the exposed post would be enclosed by the walls. Tom suggested putting a sign on the door that says "Town Offices." Glenn said he thinks the new space should be as large as possible because Martha has a lot of storage needs as well. Tom said giving a key to the Conservation Commission solves the problem of access to the maps. Martha asked if the bid included electrical work. Tom said Stoney Electric will put a long strip on the north wall and there is an existing phone jack so the work area would be along the north wall and the storage area would be along the south wall. There was discussion about the walls of the new space not going all the way up to the ceiling. Tom said he does not want to install a drop ceiling. There was discussion about the need for additional lighting and the need to move the light switch. Glenn said he thinks the walls should go up as high as possible. There was discussion about how to heat the new space. Martha asked about the energy audit and how the information obtained from the audit will be used. Tom said the information will be used to guide the renovations to the building in 2015. There was discussion about rearranging the chairs in the meeting space so as not to lose any seating capacity. Martha asked if she would be using the thermostat that currently regulates the heat in the meeting room to regulate the heat in her office. Glenn said he thinks the new office will need an additional heat source like the electric baseboard unit in the current office. Martha suggested giving careful consideration to the placement of the unit to avoid scorched wires. Glenn said he thinks the existing thermostat should be moved so that it's outside the new office space. Glenn said since the town hall is a public building there are obviously codes for entrance and egress in the event of an emergency. Glenn said Martha expressed concern about the height of the windows so we need to find out if that's an issue. Tom said the Listers' windows are also high. Tom said we're not in violation of any codes. Glenn said we need to make the space useable because it is five years and Martha and Cathy are in here way more than the rest of us. Tom said after January 1st, we'll be in a new budget year and if we have to make some adjustments, we can do it then. Martha said her question was about the height of the windows. Assuming that they open, Martha said, she could climb up on something and get out but if she's no longer here and someone less agile is occupying the office, they might not be able to get out. Martha asked if the window height meets fire code. Hal said the bottom of the window is 5 ½ feet from the floor so you could get out by

standing on a desk or something. Tom said the alarm system is going to go off so you should be able to get out the door in time. Martha said she was just curious if the window height meets code. Tom said the Division of Fire Safety will come and inspect them and let us know. Glenn asked Tom if the windows work. Tom said yes. Tom said he assumes that Martha will be able to keep the same phone number. Glenn asked if the contractor is going to insulate the walls. Tom said no. Glenn said he thinks they should be insulated because otherwise it will be an echo chamber. Glenn said Cathy needs three fireproof cabinets. Cathy said she'd like to cut back the wall separating her office from Martha's existing office so Paula could have a desk there. Tom said he was hoping Martha's existing office could be used as meeting space in addition to storage space. Tom suggested a sliding window. Cathy said she'd rather have it open so people can see both her and Paula. As for a conference room, Cathy said, the Listers can meet in their office and if the Selectboard has an executive session, they shouldn't schedule it during regular office hours. There was discussion about putting three fireproof cabinets along the north wall of Martha's existing office. Glenn suggested trying the new arrangement before deciding whether to cut back the wall. Martha said she doesn't know where they're going to put a conference table. Tom said that may be a bad idea. There was discussion about existing areas that can be used for small meetings. Cathy said she will wait until Martha has moved to the new space before she orders the cabinets. There was discussion about running the Comcast cable into the new office. Glenn asked Martha to think about which maps she wants in her office. Glenn said the bottom half of the map cabinet will go outside her office. Martha said a lot of the old computer equipment could go to WinCycle. Everyone agreed that this is a good time to clean house and get rid of some stuff. There was discussion about whether the door to the new office should open in or out. All agreed that it should open out. Glenn said we can make minor adjustments as we go along to ensure a good working environment. Hal asked about putting a standard business arrangement on the phones. Glenn said it's expensive. Martha said the existing phones have an intercom system that could be used. Hal said every time Cathy's phone line rings, the Listers hear it in their office. Glenn said there has to be a way around that. Martha suggested voice mail as another option.

3) Adjourn – **The meeting was adjourned by consensus at 11:05 AM.**

Respectfully submitted,

Martha Harrison