

**DRAFT ONLY**

**Minutes not accepted until sign off from each committee member present**

**Whitcomb Hall Committee  
05/06/2015 Meeting Minutes  
Prepared by Hayley Hill, Secretary**

**Present:** Nancy Carlson, Pete Johnson, Gail Wood, Marion Bedard, Judy Bohannon, Gerry Bussiere, Sara Carbonneau and Hayley Hill

- Special meeting held to discuss Request for Proposal
  - Mike Jasmine, Swanzey Code Enforcement Officer, and Eric Matson, Swanzey Fire Inspector, have done a thorough review of the Hall and identified the following items to be sent out to bid.
  - Basement:
    - Bulkhead door replacement (standard size)
    - Repair of door leading to bulkhead
    - Vinyl replacement windows/screens in basement
    - Non shrink mortar/grout depending on size of opening
    - Insulate rim and about ground portions of foundation (2 part foam spray)
    - Replace lally columns with 4" concrete
    - Install perimeter drains
    - Install handrail to basement
    - Install electrical switch at top/bottom of stairs
    - Close off under stair access
    - Remove all old knob/tube wiring
    - Install 200 amp service- 1<sup>st</sup> flr and basement, 2<sup>nd</sup> flr TBD
    - Install light fixture in basement stairwell
    - Install heat detection system/alarm monitored
    - Install multi fuel, hot air/pellet furnace with auto feeder, silo would be used for storage of pellets, need for 2 furnaces TBD
    - Install duct work
    - Replace oil line
    - Install on-demand propane fired hot water heater
  - Main Hall- 1<sup>st</sup> floor
    - Install full fire alarm system
    - Add handicap ramp to rear of building
    - Expand landing to kitchen entrance
    - Wrap posts with fire tape
    - Install automatic closure on all doors
    - Replace green board with skim coat plaster or wainscot
    - Set chair rail at practical use height
    - Install automatic close/lock to doors of auditorium
    - Purchase red velvet ropes for bottom stairs
    - Front porch rails/floors

- Coat foyer closet interiors with intumescent paint
    - Install outlets in built out baseboard and post trim
    - Install reproduction lighting to posts/sconces on walls
  - Bathrooms
    - Complete renovation of existing bathrooms
    - Men's room- 2 toilets(1 handicap accessible) / 1 sink
    - Ladies' room- 3 (4?) toilets (1 handicap accessible) 1 sink
  - Exterior
    - Outside lighting, possibly solar powered
  - The draft Request for RFP will be submitted to the Board of Selectmen on May 12. If approved, a final version would go out to bid by the end of May with an expected turnaround of 2-3 weeks.
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- Next Meeting: Wednesday, May 27, 2015, 3:30, **Whitcomb Hall.**