

Approved: September 24, 2013

## **Highway Garage Committee Meeting Minutes**

Tuesday, August 20, 2013, at 6:00 PM, in the Community Development Conference Room

---

The meeting was called to order at 6:00 p.m. Present at the meeting were Chairman David G. Yakuboff, Sr., Vice Chair Dan Dwyer, Finance Director Paul Micali, Public Works Director Rick Seymour, public member Jon Schippani, Highway Operations Manager Adam Jacobs, Highway Equipment Operator I Bob Golemo and Roads and Bridges Foreman Bruce Moreau. Town Manager Eileen Cabanel and Rick Hatfield were excused.

Chairman Yakuboff reviewed the existing building plans and how it can fit into the design.

### **OLD BUSINESS** - None

### **NEW BUSINESS**

#### **a. Identify SF Amounts to Forward to HKT for Request of a Design – *Dave Yakuboff***

Discuss square footage of space needed:

- 1) Administration needs – **1,022 square feet**
  - 2) Common areas – bathrooms, kitchen, meeting rooms, etc. – **2,896 square feet**
  - 3) Maintenance area – Bay sizing: 1.5 bays per mechanic / currently 4 mechanics and 1 Foreman Supervisor – **12,412 square feet**
  - 4) Washbay – **1,650 square feet**
- Vehicle storage – staging and prep. – **31,200 square feet** (Full equipment; everything they own)

Equipment inside / 23,000 square foot proposal

**The committee decided to increase administration square footage to 1,500 square feet.**

Adam Jacobs is going to report back to HKT on square footage numbers and have HKT give us options, rough layouts and choices to the committee can make some decisions.

Cost HKT: \$110 - 120 square foot for Administration space  
(see cost sheets from HKT material)

#### **b. Obtain Ballpark Costs to Re-skin Building – *Adam Jacobs***

Impact of square footage – As it relates to re-skinning the old building and roof (Approx. \$45.00 sq. ft.)

#### **c. Show Different Processes for Actual Bidding – *Adam Jacobs* [Tabled until later meeting]**

Next meeting: Will have the structural engineer talk about the old building and its potential.

### **Comments from Individual Members**

**MOTION made by Paul Micali and seconded by Adam Jacobs to adjourn the meeting.**

*The August 20, 2013 meeting of the Highway Garage Committee was adjourned at 7:25 p.m.*

Approved: September 24, 2013

Submitted by Dan Dwyer