

Paul Beere called the meeting to order at 7:00 p.m. with Gary Beck, Ed Chart, Chris Johnson, Bob Lancour and Mike Weinkauf present. Chris Bennett was absent.

Betty Novy, Clerk -Treasurer, was also present.

Bill Matthews and Steve Wagner from Anderson Ashton were also in attendance.

**Continue discussions on village hall building design: Steve Wagner, Project Architect; and Bill Matthews, Project Manager, Anderson-Ashton, Inc.**

Wagner explained the purpose of the meeting was to review modifications to the plan discussed at the November 8<sup>th</sup> meeting to make sure the Board approves of the proposed building footprint and site plan before they proceed with civil engineering. Both the floor plan and site plan should be right before they proceed with drafting the site grading plan.

Matthews noted the site plan now has a larger green space off of Wade Street. They combined the play areas so parents can watch their kids from a central location regardless of what area they are playing in. The "L" shape takes away the dead space between the play areas.

Consensus of the Board was that this change was satisfactory. There was discussion about whether the gazebo shown on the plan should be built now or in the future. Consensus of the Board was to price construction of the gazebo as an alternate when the project is put out to bid.

There was discussion regarding how the driveway lines up with State Street north of Wade Street. Chart noted concerns about headlights shining into houses. Wagner explained the slope of the driveway is such that headlamps will be pointed down so they should not shine into the houses on Wade.

Wagner noted making the Clerk-Treasurer's office more latitudinal than longitudinal impacted access to the small meeting room and therefore the location of this room was moved. But, he feels the move adds more to the architectural appeal of the building and opens up more space for storage. The location of the small meeting room also makes it more visual for people coming to night meetings.

There was discussion about placement of the law enforcement office and trying to keep visual access from that office to the counter area. Wagner indicated there is a 3 foot window in the law enforcement office that opens to the work/ layout area. Novy questioned whether the wall creating the doorway from the Clerk-Treasurer's office to the Work/Layout area could be shortened to a half wall to allow a better line of site for law enforcement to the counter area. It was noted there was no reason it could not be designed in that way.

Matthews noted commercial buildings have no specific guidelines for outlets or wiring so they will require direction from the Village as to placement of these items. Items specifically mentioned were outlets, phone lines, computer jacks, security systems, exterior outlets, and exterior hose bibs. They will provide assistance, but will require input from the Village as to what is required.

Weinkauf moved, 2<sup>nd</sup> by Chart to approve Proposed Floor Plan A1.1 with a last revision date of November 18, 2011. Motion carried.

Matthews indicated his intention to proceed with soliciting proposals for soil borings. Consensus of the Board was to have Matthews forward a minimum of three proposals to Novy. Upon receipt, they should be forwarded to Board members via email. Upon no objection from Board members, Novy was directed to award the work to firm with the lowest proposal.

Discussion turned to when the next meeting should be scheduled. Wagner indicated a meeting could be held quickly on items such as interior and exterior finishes. However, Matthews indicated a preference that the next meeting be delayed until a storm water engineer is able make some assessments about the proposed location of the building. If soil borings or site drainage present problems, the building may have to be moved and it may require adjustments to the plan.

Board members identified the following potential dates for the next meeting: Wednesday, December 14<sup>th</sup>; Thursday, December 15<sup>th</sup>; Monday, December 19<sup>th</sup>; or Tuesday, December 20<sup>th</sup>. Wagner or Matthews will contact Novy when they are ready to schedule the meeting.

Chart moved, 2<sup>nd</sup> by Beck to adjourn at 6:40 p.m. Motion carried.

Respectfully submitted:

Betty J. Novy, MMC CMTW WCMC  
Clerk-Treasurer