

1. Call to Order and Seating of Members

The Chester Library Building Committee held a special meeting on Wednesday, July 30, 2014, at the Chester Town Hall, 203 Middlesex Avenue, Chester, Connecticut. In attendance were Denny Tovey, Terry Schreiber, Matt Sanders, Dick Harrall, Linda Fox, Pat Holloway, Bob Gorman and Ed Meehan. Drayton Fair from LLB Architects was also present. Chairman Tovey called the meeting to order at 6:08 PM.

2. Approval of Previous Minutes

Motion by Holloway, second by Fox, to approve July 16, 2014 Minutes as written. Unanimously approved with Meehan abstaining.

4. Discussion of space allocations

Drayton Fair reviewed diagrams covering the following Library Programing Space -

- Entry Lobby
- Circulation Area
- Staff Work Area & Director's Office
- The Friends of the Library space
- Program Room
- Non-assignable Square Footage Areas
- Adult Collections
- Periodical Reading Room
- Quiet Study Spaces
- Computer Lab and Media Study Space
- Children's Area
- Young Adult Area

Drayton noted the 5300 SF doesn't include public toilets, circulation space or walls. Typically one adds another 25% for those items which would bring it to just under 7000 SF for the Library. He further noted there isn't anything more that can be cut out of the program without cutting collections.

It was noted the Children's area only has one computer. All the main computers are in the computer lab.

Various aspects of each of the areas was reviewed. Drayton noted this has not grown considerably in terms of room to sit, study, etc.

Ed Meehan noted if there is a need for public space, there is the Meeting House, Chester Elementary School, John Winthrop High School, Town Hall Community Room, etc.

Use of room partitions was discussed. It was noted cost and size are a big issue in Town.

3. Architectural presentation of one and two story options
Drayton Fair noted he had prepared 4 plans - 2 one story plans and 2 two story plans. The goal for tonight's meeting is to come up with either a one or two story plan.

Drayton reviewed the four plans - 1.1 and 1.2 were one story and 2.1 and 2.2 were two story. He explained in detail each of the plans covering all the Library spaces, the entrances both from the parking lot and Main Street, security, the mechanicals, the toilets, square footage and the footprint of each of the buildings.

Ed Meehan pointed out the square footage of adjacent buildings and residences. He noted the neighborhood is residential and the biggest building is Style Above on the corner.

Drayton noted it is more expensive to do a one story due to the required site work, but the square footage in a two story would also cost more. Chairman Tovey noted there is a lot of site costs associated with this project that is not figured in to the square footage cost.

Ed Meehan noted the North Quarter Park Committee looked at various locations and felt the two story building would be more energy efficient built into the slope than a one story.

The pros and cons of all options were discussed.

Chairman Tovey noted Chuck Mueller (who could not be present this evening) had sent an email voicing his opinion. Tovey read the email into the record. Chuck noted he felt a one story building on that site would be a mistake. He didn't see any one story option as being able to serve the requirements set forth by the North Quarter Park Committee. A one story would result in a Library in a hole as seen from Main Street. Mr. Mueller's recommendation would be to go with a two story building.

Chairman Tovey noted Drayton needs a decision tonight on a one or two story building and any comments regarding square footage. The 4 plans reviewed range from 7400 SF to 8800 SF.

A lengthy discussion followed. Issues of staffing, security, community space, square footage, etc. was reviewed.

Ed Meehan noted there are other facilities available for community space, such as Chester Elementary School, Town Hall Community Room.

Recreational needs can be done on a Tri Town level.

The question had been asked what happens if a one or two story is applied for in the Grant application and then the plans change. Would the Grant be lost. Linda Fox noted if the plans change after the Grant is approved, it would be reconsidered and not just withdrawn.

The Committee took a five minute recess.

Chairman Tovey asked each member for their opinion on the one or two story options. Opinions were varied.

There was discussion regarding the roof and what it would look like if it was a one story. Grade difference was reviewed.

Drayton Fair pointed out a two story would require more staff. He noted 2.1 doesn't give much efficiency as it is a one story with one room on top.

Linda Fox reviewed the pros and cons of 2.1 and felt there were some advantages to 2.1 even though she would prefer a one story. Some activities could be moved upstairs that don't require supervision or security.

Chairman Tovey suggested modifying 2.1 by moving the programing space over and having one wall all glass so the circulation area downstairs could see upstairs. Tovey noted he liked the one story because of the Library functions, but if security concerns can be alleviated for the upstairs, he would go with the two story. Tovey further noted the footprint for 2.1 is 6600 SF and the footprint for 1.1 is 7400 SF.

Requirements for parking were reviewed. There was a question as to whether parking is included in the Grant application. The plan calls for 50 parking spaces for the building, but only 18 are for the Library. It was noted the project cost includes new construction, site work, etc.

Motion by Gorman, second by Holloway, to direct the architect to develop Option 2.1 by moving some functions to the second floor and locate the circulation desk on the first floor so it will have a clear view of the second floor. Discussion followed. Ed Meehan noted he supports 2.1 with the attempt to move some functions upstairs that don't require a lot of supervision, such as The Friends, mechanicals, etc., and the relocation of the circulation

desk for visibility to the second floor. **Unanimously Approved.
Motion Carried.**

Discussion followed regarding square footage. Chairman Tovey noted 2.1 was 8500 SF with a footprint of 6600 SF. Linda Fox noted the planning document used for the Grant came to 8500 SF. Pat Holloway noted this Committee needs to be able to sell this to the Community. The Committee has to let the community know what it went through to come to this decision and that a smaller building would not do what is needed. Dick Harrall noted the Committee needs to be comfortable with whatever we agree to and have to be able to sell it to the community. Linda Fox noted people don't know what there is in the Library and the Committee has to educate them and show them how this will make their life better.

The Grant application is due 8/29. Documents to be included with the Grant application were reviewed.

It was decided Mr. Fair would refine the 2.1 plans for the next Committee meeting on 8/13. The Committee would make its final review at that time. After that, a cost estimate could be done and the Committee would meet on 8/20 to review the Grant application.

5. New Business - none.

6. Audience of Citizens - none.

7. Adjournment

Motion by Holloway, second by Sanders, to adjourn. Unanimously approved. Motion Carried.

Respectfully submitted,



Judith R. Brown, Recording Secretary