

**CITY OF ST. ALBANS**  
**CITY HALL RENOVATION COMMITTEE**

**MEETING MINUTES NO. 2**

**JUNE 16, 2014**

Attendees: Merritt Ellsworth, Pauline Cray, Jill Snapp, Sue Langreich, Anne Levy, Jim Pelkey, Lynn Knight, Jim Cameron.

Meeting came to order at 6:05.

Our meeting started with a tour of the first floor, gymnasium and 2<sup>nd</sup> floor. Some viewed the basement and attic. Below are items discussed as we did our walk thru and discussed at the end of the tour in the conference room.

- Mention of contractor to start week of June 23<sup>rd</sup> on the front side of city hall to address water coming down the face of the building.
- Can we use wooden doors to enter the gym instead of metal doors? Yes we should be able to as it is not a fire rated assembly. Jim will confirm this.
- **City Clerk/Treasurer's office** – We talked about ways to maintain access to materials/records in the vault during construction
- **Council Room** will be increasing up to 30% in chair space. Group talked about the furniture changes. It was also brought up to possible change the name of the room to “community room”. This would be more appealing and possibilities of renting it out would increase.
- Security was discussed as we made our way into the gym. There is a meeting with the police chief, Laz Scangas (Architect) and Jim Cameron on Friday 6/20. Update at next meeting.
- Jim discussed the changes in the **gym** –
  - The north side door will be eliminated
  - There will be a new rear door and the south side door will remain
  - Talked about moving ramp and the possibility of a lift in lieu of ramp. Talked about how to get chairs, arts, crafts/band equipment etc. in on a lift. Discussed lift vs ramp – space, esthetics and functionality. (Will get specs on the lift)
- Jim is proposing the baskets would be moved to the south side and north side allowing room for two smaller courts. This allows two games at once and also allow the baskets to be tucked into the ceiling during events.
- Will the woodwork around the stairway be reused – probable not.
- Plans for the balcony – no. Not very accessible.

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- Will bring back the upper windows and maybe install tempered therma pane on the lower windows. At this time lower windows are sealed.
- Access door – alley side. Can this be moved to better accommodate a possible service ramp. Answer – yes. Brought up further discussion.
- **Attic** – Could this space be used? – This would be a fairly expensive to remodel into usable space.
- **2<sup>nd</sup> Floor** – Walked the second floor and adjourned to conference room for further discussion.
- Reviewed minutes from meeting No. 1. Merritt asked about the cost of a new building. Jim will have information by July 7<sup>th</sup> meeting.
- Noise concerns – RSG will deliver report by Wednesday June 18<sup>th</sup>. This report will be discussed at next meeting.
- Reviewed Staff minutes from their meeting No. 1. Discussed their overall reactions as being positive about the changes and sequence of construction.
- Pigeons on the balcony will be an issue – further thoughts/discussions will be needed.
- Bathrooms – Suggestions to research ADA Bathrooms at Canadian National Parks bathrooms.
- Will the elevator be built outside the building – yes. Will it go to basement level - Will need to shoot grade before we can answer this question.
- Uses for the council room and how much it was used were discussed again. Jim went on record that changing the name to community room was just his opinion . Comments were shared by everyone on the committee. See below.
  - Small multi-purpose meeting place.
  - Access to computers, plugs, screens would be good for corporate use. Technology friendly.
  - Security was a concern with open access to community room by public.
  - More intimate room
  - Possible moving mayor’s office to create more space in the council room (using partition) for larger meetings/conferences.
  - Ideal seating – 50

**Meeting was adjourned at 7:35. Next meeting will be on Monday July 7<sup>th</sup> at 6:00 pm.**

**CC: Liz Gamache - Mayor, Dominic Cloud- City Manager, Laz Scangas, Architect, Arnold & Scangas Architects**