

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
MAY 19, 2003**

MEMBERS PRESENT: Clayton Cormier, Chair; John Goss, Donald La Haye, Jim Sanford.
OTHERS PRESENT: Jeff Schoellkopf, Architect; Shannon M. Hill, DRB/PC Assistant.
AGENDA: 1) 7:30 p.m. Call to Order
2) Municipal Expansion
3) Distribute Survey Proposals

I. CALL TO ORDER

Mr. Cormier called the meeting to order at 7:35 p.m.

II. MUNICIPAL EXPANSION

Mr. Schoellkopf came before the board to discuss some unresolved issues relating to the Municipal Expansion design. The unresolved issues discussed were as follows:

Cost Estimating: Mr. Schoellkopf is working on a more accurate cost estimate to try to get the contingency down for the project.

Basement Storage: The existing estimate includes money to address the flooding in the basement.

Fire Station Generator: Mr. Schoellkopf proposed "splitting" the electricity from the Municipal Building & the Fire Department.

Privacy for the Staff: Mr. Schoellkopf presented multiple standard office layouts that could be incorporated into the design.

Size of the Kitchen: The kitchen could be made smaller to accommodate more space for other uses.

Mr. Schoellkopf reported to the board that he will be sending an invoice for approximately \$2,000, leaving \$1,500 remaining in the extended contract.

III. SURVEY PROPOSALS

Ms. Hill distributed the Survey Work Proposals. The boards briefly discussed the proposals and requested Ms. Hill contact John Roth and call the references provided by South Mountain Survey to determine if they are a reputable company. If so, since they submitted the lower of the two bids, the board felt they should be hired to consult on the survey project.

IV. ADJOURNMENT

MOTION by Mr. Cormier, seconded by Mr. LaHaye, to adjourn the meeting.

VOTE: unanimous; motion carried.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,
Shannon M. Hill
DRB/PC Assistant

PLANNING COMMISSION

Clayton Cormier, Chair (date)

John Goss (date)

Donald La Haye (date)

Jim Sanford (date)